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THE PRINCETON THEOLOGICAL SEMINARY CATALOGUE

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HANDBOOK

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Acknowledgment

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Introduction ~

Princeton Theological Seminary is an institution of religious instruction and research founded by and affiliated with the Presbyterian Church (U.S.A.). It welcomes applications from persons of all Christian communions who are recognized as preparing for ministerial or educational leadership within the church or who wish to deepen their preparation for continuing ministry. In addition, particularly at the graduate level, the Seminary enrolls ministers from other religious traditions whose needs may be met by its programs.

The Seminary understands itself as addressing theological and religious issues from the perspective of the Reformed tradition. Although that tradition is broad and variegated, and theology itself is a comprehensive discipline, concerns may exist for which this institution is an inappropriate vehicle of leadership and illumination. Similarly, questions of religious thought and practice may emerge that perhaps could be more fully treated in other educational settings. The community of Princeton is particularly rich in the opportunities it affords for exploring questions and issues of many kinds, and Seminary students are free to avail themselves of these opportunities as time and personal resources permit.

Within the definition of its purpose, Princeton Seminary encourages the free and open discussion of issues and concerns that bear upon the thought and life of the church. It insists, however that at all times such discussion take place in a decorous manner, with due regard to the sensibilities, safety, and freedom of those who may hold a different persuasion.

Chapel Worship ~

Miller Chapel, built in 1834, was named for Samuel Miller, the second professor at the Seminary. Originally located beside Alexander Hall, it was moved in 1933 toward the center of the campus. The chapel is the second oldest public building on the campus and its existence from the early decades of the Seminary testifies to the centrality of worship to life at this institution.

"In worship the initiative lies with God, as it does in all of God's dealings with people. . . . Christian worship, then, is the action of the community of faith corporately responding to God's mighty act of redemption in Jesus Christ." [Book of Order, Presbyterian Church (U.S.A.), S-2.0100]

Miller Chapel is a place where worship occurs. It is not a "church" in the sense that an ordered congregation, under the direction of a duly called pastor and elected leadership, is constituted as part of a Christian denomination. The faculty, students, and administration of the Seminary are members of their respective churches in communities both local and worldwide. However, in response to God's initiative and as an expression of our unity in Christ Jesus, members of the faculty, administration, and student body gather daily for worship.

Celebrations of the Sacrament of the Lord's Supper have been authorized by the General Assembly of the Presbyterian Church (U.S.A.), are under the direct authority of the President of the Seminary, and are ordinarily conducted according to the Presbyterian and Reformed tradition. In recognition of our commitment to ecumenicity as represented in all the constituencies of the Seminary community, worship according to traditions other than the Reformed is encouraged and provided, both for the enrichment of corporate worship and for the enlightenment of all. In all public celebrations of the Sacrament of the Lord's Supper, however, the minister (celebrant) "shall invite to partake of the Sacrament all those who are active church members or communicants in good standing in some Christian church, who trust in the Lord Jesus Christ and repent of their sins, and covenant anew to live as followers of Christ." (Book of Order, S-3.0500, p. 177)

Under the direction of the faculty, the program of chapel worship is su-

pervised by a Chapel Council, the members of which are appointed annually by the President of the Seminary. A director of the chapel is appointed by and serves at the pleasure of the President of the Seminary. The director of the chapel exercises leadership by coordinating the functions of various committees of the Chapel Council and by supervising the work of the student chapel deacons, one of whom is designated assistant to the director of the chapel. These groups and individuals work toward the end that the chapel program be a model of excellence in worship.

All members of the Seminary community are invited to participate in the work of one or more of the Council committees and may register their interests at the Chapel Office.

General Seminary Regulations ~

CONDUCT

The primary purposes of regulations and discipline in a seminary are to protect the well-being of the community of faith and learning and to advance the Seminary's mission by defining and establishing certain norms of behavior. At Princeton, disciplinary proceedings have a role that is subordinate to positive guidance, sensitive admonition, and reasonable appeal to members of the Seminary to observe its stated norms. The disciplinary system establishes procedures for a fair hearing, including the full delineation of charges, an opportunity to speak on one's own behalf, and an explanation of such appellate rights as may exist. Disciplinary proceedings are instituted only for violations of standards of conduct defined in advance and published, for actions that reasonably can be deduced as violations in the light of the defined standards, or for transgressions of the accepted norms of Christian behavior.

Since rigid codification and relentless administration of rules and regulations are not appropriate to an academic and theological community, the rules and policy statements that follow serve mainly to clarify commonly accepted standards of conduct within the Seminary.

Range of Penalties

For violations of Seminary-wide rules of conduct, members of the community are subject to several kinds of penalties. The applicability and exact nature of each penalty varies for faculty, students, professional staff, employees, and guests; in general, however, the penalties, in ascending order of severity, are:

1. *Warning.* A formal admonition that does not become part of an individual's permanent record, but that may be taken into account in judging the seriousness of any future violation.
2. *Disciplinary Probation.* A more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, or in especially serious cases for dismissal, from the Seminary.

3. *Suspension for a Definite Period.* Removal from membership in, or employment by, the Seminary for a specified period of time.
4. *Indefinite Suspension.* Removal from membership in, or employment by, the Seminary for at least the period of time specified by suspension, with the suspension to continue until certain conditions stipulated by the appropriate body applying this sanction have been fulfilled. These conditions may include, but not by way of limitation, restitution of damages or formal apology.
5. *Dismissal.* Permanent removal from membership in, or employment by, the Seminary without hope of readmission to the community.
6. *Censure.* Official notation, in an individual's permanent record, of serious misconduct, including both the fact of the censure and the exact nature and circumstances of the offense. Seminary censure can be added to any of the other penalties listed above, except warning, and is automatically added to indefinite suspension and dismissal. Censure indicates the Seminary's desire to underscore the seriousness of the violation and the absence of mitigating circumstances, and to convey that seriousness in response to future authorized inquiries about the given individual's conduct or character.

Personal Safety

Members of the Seminary community are expected to act with respect for the rights, privileges, and sensibilities of others. Actions that threaten or endanger in any way the personal safety or security of others will be regarded as serious offenses. The following offenses will be regarded as extremely serious:

1. Deliberate participation in a riot or general disturbance that threatens the safety, or seriously threatens the property, of either Seminary members or townspeople.
2. Intimidation by violence, by a threat of violence, by property damage, or by calumny which seeks to interfere with or punish the free expression of ideas.
3. The possession, storing, or use on campus of firearms or ammunition, or of any explosive or incendiary device (including firecrackers and other fireworks) that might threaten human life.
4. The use or threatened use of weapons or objects capable of being used as weapons.
5. Any physical assault committed in the course of any Seminary function or activity, or on the premises of the Seminary.
6. Any other behavior that seriously endangers human life, or threatens serious physical or psychological injury, or that reasonably may be believed to do so.

Property

Members of the Seminary community are expected to act with a considerate regard for the property of the Seminary itself and that of individual persons. The following offenses will be regarded as serious:

1. Willful damage or destruction of the property of others, or Seminary property, including the deliberate defacement of buildings, sidewalks, walls, trees, or library materials. The penalty for willful damage will ordinarily include replacement or repair.
2. The deliberate setting of fires, unless approved, including bonfires, on Seminary property, even in cases in which there is no deliberate endangerment of human life.
3. Theft or unauthorized borrowing or conspiracy to commit theft.
4. The unauthorized or fraudulent use of the Seminary's telephone system. Users of the limited-access telephone system are expected to be aware of, and to adhere to, the guidelines established.
5. The unauthorized or fraudulent use of the Seminary's computer system. Users of the computer system are expected to be aware of, and to adhere to, the guidelines established by the Director of Computer Services and the Vice President for Financial Affairs.

Library Use

Because the library is uniquely important to the Seminary, members of the Seminary community are expected to act with particularly considerate regard for the security of the collections. Insofar as these collections play a crucial role in supporting the highest standards of scholarly excellence, the regulations governing library use require special attention. The theft or defacement of library materials cannot be tolerated in a scholarly community. The Seminary views such acts as very serious offenses; students should understand that their status in the Seminary may be jeopardized by infractions of this nature. Normally, students may expect suspension for serious infractions; employees or guests may expect penalties of comparable weight.

Free Expression

Princeton Seminary is a special-purpose institution, dedicated to the promotion of theological scholarship and the advancement of professional preparation for ministry. For this purpose to be realized, there is required an atmosphere conducive to the free expression and exchange of ideas, sensitive always to the claims of truth and to the rights and feelings of others.

The Seminary normally does not take a position on questions and issues under general debate, and may be committed to such a position only by the Board of Trustees. The failure of the Seminary to issue statements of opinion should not be construed either to endorse or to oppose views that may have

been expressed by persons inside or outside the institution. Similarly, where the Seminary expressly commends or condemns the manner in which a position has been articulated, such action should not be understood to imply a judgment on the underlying view or opinion.

Members of the Seminary community are free to distribute leaflets, statements, and petitions unless, or until, such distribution interferes with the regular operations of the institution or significantly infringes on the rights of other persons. On an invitation basis, campus facilities may be made available to speakers whom students or other members of the Seminary wish to hear. Such speakers ordinarily are invited by the President, or his deputy, and in no instance will an honorarium be paid from Seminary funds without a contract carrying presidential authorization. In assessing whether a speaker shall be invited, consideration may be given to the possible relevance of his or her concerns for the stated purposes of the institution.

It is a violation of free expression for a member of the faculty, staff, or student body (1) to prevent, or willfully attempt to prevent, the orderly conduct of a Seminary function or activity, such as lectures, meetings, interviews, ceremonies, and public events; (2) to block, or willfully attempt to block, the legitimate activities of any person on the campus or in any Seminary building or facility. Violations of this provision, if persisted in after due warning, will be regarded as serious offenses.

Officers of the Seminary retain the right to take whatever legal actions they may deem necessary against violators of the above provisions. Members of the press are fully subject to these provisions unless special arrangements for press coverage have been authorized by the responsible Seminary official. Ordinarily, arrangements of some kind to permit press coverage of events will be made when circumstances allow, and will be implemented by the Vice President for Financial Affairs or his designee.

Agreements and Contracts

Members of the Seminary community are expected to honor agreements or contracts relating to official Seminary activities or processes. This obligation includes, specifically, providing accurate information on official forms and documents, as well as to official Seminary persons, offices, and committees. Deliberate violations of this provision will be considered serious offenses; subsequent violations, or systematic violations in the first instance, will be considered extremely serious.

Violations of Local, State, or Federal Law

Members of the Seminary community are expected to act with respect for the safety, personal rights, and property of individuals and groups outside the Seminary, as well as to respect the proper authority of local, state, and federal

officers and officials. Convictions for violation of local ordinances or of state or federal laws, by members of the Seminary community, may entail Seminary disciplinary actions regardless of where such convictions occur, if they are of a serious nature and clearly violate Seminary standards of conduct.

Alcoholic Beverages

The State of New Jersey forbids the sale or service of alcoholic beverages to persons under 21 years of age. Such prohibition applies fully to Princeton Theological Seminary. The Seminary considers the use of alcoholic beverages in moderate amounts to be a matter of responsible personal choice. However, alcoholic beverages are not to be served in or brought to the Seminary cafeteria on any occasion. Intoxicated individuals are always subject to disciplinary action and will be held liable for any results of their conduct.

Illegal Drugs

The possession, use, manufacture, or distribution of marijuana, hashish, and/or the more dangerous or addictive substances in any amount is normally incompatible with continued membership in the Seminary community. Although historically the use of such drugs has not been encountered as a problem here, Princeton Seminary has an obligation as an educational institution in the State of New Jersey to call attention to certain requirements of law in this regard.

New Jersey state law classifies heroin, cocaine, amphetamines, L.S.D., marijuana, and hashish, among other substances, as "controlled dangerous substances." The possession, use, sale, or manufacture of such substances is defined as a third-degree crime (formerly called a high misdemeanor), except that possession or use of under 25 grams of marijuana or under 5 grams of hashish is, in first instances, a disorderly-person offense. In subsequent instances, the possession or use of marijuana or hashish, even in small amounts, is defined as a third-degree crime.

Under the laws of New Jersey, suppression of information regarding the commission of a crime is itself a fourth-degree crime (formerly called a misdemeanor). The Seminary will make a full report to local authorities whenever it possesses knowledge of the commission of a violation more serious than that of a disorderly-person offense.

Name and Seal

No individual or organization of the Seminary may use the name of Princeton Theological Seminary or a name that suggests Princeton Theological Seminary, or the name of any Princeton Theological Seminary organization, except when such individual or organization has been officially recognized by

the proper Seminary authorities, and except in strict accordance with the terms of recognition.

The use of the seal of the Seminary on publications, manufactured articles, and the like, is prohibited, except when specifically authorized by the Seminary. Applications for such authorization must be made to the Vice President for Financial Affairs. Deliberately fraudulent misuse of the name or seal of the Seminary by any member of the Seminary community will be regarded as a serious offense.

SECURITY AND PRIOR RESTRAINT

Security Measures

Security measures taken at on-campus events must be adequate to provide for the maintenance of order and to insure the safety of those attending or participating. Within the Seminary, the Vice President for Financial Affairs, or his deputy, is responsible for deciding whether security measures are necessary for a given event and for making appropriate arrangements. In consultation with the sponsors of the event, he will make security arrangements which involve minimum interference with the scheduled event and with the privacy and freedom of those attending.

Prior Restraint

1. Normal access to facilities of the Seminary and normal activities within the Seminary should not be restrained merely on suspicion of disruptive intent. Normal access and activities should be restricted only in circumstances that affect the health and well-being of persons, that seriously threaten physical safety, that impair or seriously threaten to impair the ability of the Seminary to carry on its normal operations, or that threaten damage to Seminary property. Except in circumstances of very grave dangers of these kinds which admit of no delay, restraint will be invoked only by the President or his representative, or by a senior officer of the Seminary authorized by him.

2. "Normal access" shall be construed in this context within the following conditions and limitations: (a) Normal access to physical facilities is governed by existing practices and policies defining hours of operation, and categories and numbers of persons to be admitted in given circumstances. (b) Any Seminary organization has the right to restrict attendance at any of its meetings to members and their invited guests; non-members have no normal right of access to such activities. (c) Meetings of the faculty, administrative staff, and the Board of Trustees, together with the committees of these agencies, are always closed, and invitations may be extended to non-members only by the presiding officer of the body concerned.

3. The imposition of a physical search of persons attending a Seminary event as a condition for their entry to the event will be authorized only under the most extreme circumstances. A decision to authorize such a search will be taken only when the following conditions are met: (a) Either the sponsors of the event, the administration, or law enforcement authorities judge such a search to be essential to the safety of those participating or attending, and request authorization from the President of the Seminary. (b) It is the judgment of the President, in consultation with the Seminary's legal counsel, that the search is legal as essential to the safety of those participating or attending.

4. When a search has been authorized, steps will be taken to ensure that those who do not wish to be searched have the opportunity to leave without being searched. Whenever possible, the fact that a search will be conducted will be publicized well in advance of the event. All such searches will be conducted by the administration unless others, similarly accountable to the Seminary or legally authorized, are requested by the President to act on behalf of the Seminary.

ON-CAMPUS MISCONDUCT AND THE LAW

By Members of the Seminary

1. On-campus misconduct by members of the Seminary will normally result in internal disciplinary action, although in some instances the Seminary may deem it necessary to call upon external authorities and to file charges in the courts. In particular, misconduct by members of the Seminary or others that inflicts or threatens to inflict personal injury or serious damage to property, that severely impairs normal functions of the Seminary, or that cannot be adequately handled by the Seminary, may require the intervention of outside authorities. Outside authorities will be called only by a senior officer of the Seminary or a specifically designated representative.

2. Members of the Seminary should recognize that the Seminary is obligated by law to report to the local authorities the commission of any acts classified as high misdemeanors (felonies).

By Persons on Leave of Absence or by Persons not Members of the Seminary

1. On-campus misconduct by persons who are, for whatever reason, withdrawn, suspended, or on leave of absence from the Seminary will be evaluated before these persons may resume their status as regular members of the Seminary. In these instances, such persons will be granted the right to a full and prompt hearing, by the appropriate Seminary body, of any evidence relating

to them. The results of such a hearing may have an effect upon their reinstatement as members of the Seminary.

2. Incidents involving persons not subject to Seminary discipline cannot always be handled by the Seminary staff and may require the calling of outside authorities (under the conditions of the first paragraph under On-Campus Misconduct and the Law). Members of the Seminary involved in such cases, when their conduct is in violation of the law, cannot be guaranteed immunity either from arrest or from prosecution. When persons who are not members of the Seminary engage in serious misconduct on the campus, the Seminary has no recourse but to press charges against them in the courts.

Policy Regarding Persons Who Are Not Members of the Seminary

1. The availability of campus facilities to persons who are not members of the Seminary is discussed in detail below, under Community Use of Seminary Resources.

2. In investigating situations which suggest that violations of law or of Seminary rules of conduct are likely to occur, officers of the institution may ascertain the status of individuals present and ask them to explain their behavior. If adequate explanations are not provided, the individuals involved may be asked to cease what they are doing and to move on.

3. In cases of major importance involving clear infractions of law or Seminary rules (such as serious property damage, theft, drugs, assault, or serious disturbances), the offenders, or those aiding or abetting or attempting to commit these offenses, will be required to leave the campus and may have legal charges brought against them.

4. All complaints related to the implementation of this policy shall be directed to the Vice President for Financial Affairs.

Persons Not Welcome on Campus

1. In reporting misconduct of major importance on campus by persons who are not members of the Seminary, administration may recommend that these persons be declared unwelcome on the campus for a specified period. Such recommendations will be reviewed carefully by the administration and then presented to the Vice President for Financial Affairs for action. Individuals will be declared unwelcome on campus only when they have demonstrated by their commission of documented actions that their presence constitutes a clear threat to the safety or property of Seminary members or to the orderly functioning of Seminary activities or facilities.

2. In cases of repeated minor offenses or failures to comply, the Vice President for Financial Affairs may declare a person *persona non grata* for up to four

years; for multiple or repeated offenses, or for the most serious offenses (e.g., rape, assault with a deadly weapon, selling of narcotic drugs), the Vice President for Financial Affairs may declare a person *persona non grata* for an indefinite period.

3. Any individual who is declared unwelcome on the campus will be notified in writing by the Vice President for Financial Affairs of the following: (a) That he or she is to remain off campus for the defined period. (b) The reasons for this action. (c) The fact that if he or she returns to the campus during this period, he or she will be liable to arrest for trespassing. (d) that if he or she has grounds for requesting a review of this decision, he or she may contact the Vice President for Financial Affairs. The Vice President for Financial Affairs will review such a case in consultation with the President.

COMMUNITY USE OF SEMINARY RESOURCES

The following guidelines describe the circumstances under which the general public may use the Seminary's non-academic facilities. Use of the academic facilities by the public is not permitted except in the transaction of the Seminary's business or by permission of the Registrar. These academic facilities include: faculty offices, research facilities, conference rooms and classrooms (except where classrooms are used for public lectures or conferences, as described below).

Princeton Seminary seeks to respond to community needs and the needs of its religious constituencies by sharing its resources and facilities when possible and appropriate. However, it must protect the central educational purposes for which the Seminary was established and must conserve its resources, both physical and financial. Accordingly, Seminary functions have priority over community events in scheduling the use of facilities.

Implementation

The following policies for the implementation of these guiding principles are administered by the Vice President for Financial Affairs. It is the responsibility of that office to see that the policies are properly applied, and, when necessary, to seek interpretation from appropriate Seminary officials. It is recognized that these guidelines cannot cover every contingency. Questions about the use of facilities or about these guidelines should be raised at the Business Office.

Types of Facility Use

1. *By Explicit Invitation.* Many activities in the Seminary are unambiguously open to members of the general public. These are often announced in

the *Wineskin*, and most are an integral part of the Seminary's function as an educational institution. Examples are: public lectures, open houses, conducted tours of the chapel and other buildings, and seasonal musical events.

2. *By Implicit Invitation.* The Seminary makes its grounds, walkways, and roads generally available to the public, while reserving the right to regulate or prohibit their use. Such regulations may be called for when unrestricted use of these facilities could impede the Seminary's educational mission, could be dangerous to the public, could become a nuisance to the community, or could place the Seminary in a position of substantial liability. The Seminary may, therefore, be compelled to place what it considers to be reasonable limits on the use of selected areas.

3. *By Renting Seminary Facilities in Periods of Low Usage, Especially in the Summer.* Organizations wishing to rent Seminary facilities should apply at the Housing Office. Requests for use of Seminary facilities will be considered for the following types of activities, subject to limitations stated elsewhere in these guidelines:

- a. Activities of religious, educational, or informational nature sponsored by churches, professional societies, and other non-profit organizations.
- b. Programs with artistic, cultural, or entertainment content, which may appeal to the Seminary community.
- c. Charitable events on a limited basis, where the objectives of such events are consistent with the Seminary's theological and religious purposes.
- d. Student-initiated events approved by the Dean of the Seminary.

The following types of activities ordinarily will not have access to Seminary facilities:

- a. Activities sponsored by off-campus organizations for political purposes or for fund raising for political goals or for influencing public policy
- b. Other fundraising activities.
- c. Activities conducted primarily for the purpose of making a profit for the sponsoring organization which are not of general interest to the Seminary.
- d. Activities which could be construed by the public to be educational courses or other activities sponsored by the Seminary when, in fact, they are not so sponsored.
- e. Activities that fall outside the guidelines.

The following additional considerations will be taken into account in handling requests for the use of Seminary facilities:

- a. The activity should not interfere with the schedule of normal activities of the Seminary.
- b. The sponsoring organization must show that it is fiscally sound and has the resources necessary to underwrite all risks associated with the event,

and that it has demonstrated administrative capacity to organize and manage the event in a manner consistent with Seminary traditions, standards, and requirements.

- c. The content of the activity should be reasonably compatible with the primary activities and the mission of the Seminary as a theological institution and should be carried out with the decorum necessary to that distinctive environment.
- d. Activities that might present problems for the local community, such as traffic congestion or noise, will be approved only after prior consultation and coordination with the local community.
- e. During the course of the academic year, when access to facilities must be limited because of their extensive use for Seminary purposes, preference will be given to outside groups sponsored by campus organizations or departments and activities that are of interest to the Seminary community.

The renting of Seminary facilities will ordinarily be on a first-come-first-served basis for eligible organizations, except that campus-based groups or Seminary-sponsored programs shall have priority.

For each activity, the Director of Housing will establish charges in advance for the use of Seminary facilities.

4. *By Private Invitation.* Unless a member of the public uses Seminary facilities through one of the avenues mentioned above, he or she must be the guest of a specific Seminary person who assumes responsibility for the guest's activities and safety while the guest is on the Seminary campus. This guest privilege shall not be construed to authorize members of the Seminary community to make non-academic facilities available to guests except for short visits, nor shall it be used to relieve non-Seminary persons or groups of the responsibility for paying for the use of Seminary facilities for which charges are being made.

Any individual or group, including campus-based organizations, contemplating the use of Seminary facilities should note the guidelines for political, religious, and charitable activities (below) and the policy regarding persons who are not members of the Seminary (above).

REGULATIONS GOVERNING SOLICITATION BY OFF-CAMPUS INDIVIDUALS OR ORGANIZATIONS

No individual or organization may distribute literature, advertise, or otherwise solicit customers, seek donations, or make sales on campus without the express written authorization of the Vice President for Financial Affairs.

Commercial Sales

The Vice President for Financial Affairs may grant permission for solicitation and sales by off-campus business concerns only when specifically requested to do so by a recognized Seminary student, faculty member, or employee organization. Such permission, when granted, will be subject to such limitations as the Vice President for Financial Affairs may prescribe.

Political, Religious, or Charitable Solicitation

As a general rule, the Seminary looks with disfavor upon the personal distribution of literature on the campus, or the personal solicitation of support, by non-Seminary individuals or organizations who are acting either on their own behalf or on behalf of political, religious, or charitable causes. The preferred route in these cases is as follows:

1. The Seminary provides several locations on the campus where notices may be posted and literature may be deposited. Persons and organizations not associated with the Seminary are invited to communicate with the campus community through this medium, which will remain open unless, or until, abused.

2. Requests for Seminary cooperation in solicitations of particular importance (e.g., United Way, Red Cross Blood Drive) should be directed to the Vice President for Financial Affairs, who, in consultation with other Seminary officers, will determine the institution's response.

3. Religious organizations, publishers, and others who wish to distribute literature or make solicitations to the Seminary community, or to particular segments thereof, may present their requests to the Vice President for Financial Affairs.

4. Individuals acting on behalf of candidates for public office, or of bona fide political organizations, may obtain permission to sell or distribute their political literature under the following guidelines:

- a. Application should be made to the Vice President for Financial Affairs during regular office hours.
- b. The site where the political literature may be distributed or sold will be determined by the Vice President for Financial Affairs.
- c. Permission may be granted only for the hours between 8:30 a.m. and 4:30 p.m., six days a week.
- d. The number of persons distributing or selling literature on campus for any particular candidate or group is limited to one or two at any given time.
- e. The total number of persons distributing or selling literature on campus at any given time will also be limited.

- f. The number of occasions for distribution or sale of literature will normally be limited to once a month, although in special situations more frequent visits may be permitted.
 - g. Harassment of members of the Seminary community by those distributing or selling literature, or activity outside the hours or location specified, will be cause for immediate revocation of permission.
 - h. Decisions concerning requests under these guidelines should take into account any special circumstances regarding Seminary activities, as well as the burden which the granting of permission may place on Seminary security and staff.
5. Off-campus organizations that number among their members persons in the Seminary community may communicate with the campus through those persons, under the privileges normally accorded to students, faculty, and staff.

USE OF SEMINARY FACILITIES

Following are some guidelines with respect to the use of Princeton Theological Seminary's resources insofar as political programs or activities are concerned.

Princeton Seminary's facilities and resources have been established and may be used only for educational purposes and may not be used for partisan political purposes, including campaigning.

In order to provide a clear understanding of the separation of Princeton Seminary's educational programs and any organized political activities and to assure that political campaigns and election activities will in no way be supported by Seminary resources, the following guidelines should be strictly adhered to:

- 1. The Seminary name or seal cannot be used on stationery intended for political purposes. This would include, but not be limited to, the solicitation of funds or carrying on of a political campaign.
- 2. No Seminary office or facility should be used as an official mailing address for political correspondence. The name of the Seminary should not be used in such correspondence either in the address or in the body of the material, and titles designating the normal association of the individual with the Seminary should not be used in such correspondence.
- 3. Seminary facilities must not be used for political purposes or campaigning.
- 4. Employees of the Seminary must not be asked to perform tasks relating

to partisan political activities while on regular duty at the Seminary and, as mentioned above, Seminary administration and faculty offices should not be used for this purpose.

5. Faculty and staff have an obligation to perform normal responsibilities, and participation in partisan political programs should not be at the expense of these responsibilities.

Reservations for use of facilities must be made at the Housing Office in the master calendar book.

Academic Regulations and Information ~

SUPPLEMENTARY REGULATIONS FOR STUDENTS

These regulations are intended to supplement the provisions in the *Catalogue* that define degree program requirements, fee structures, and other matters pertaining to the life of the student. As such, they constitute an integral part of the contract between the Seminary and the student.

DEFINITIONS

Residence. A student is said to be in residence when he or she is regularly able to avail himself or herself of the classroom and library resources of the Seminary during the major portions of five days each week throughout the semester, including the period set aside for reading and review.

Semester. This term denotes either of the two principal academic sessions (September through January; February through May) during the year, but does not have reference to summer sessions.

ACADEMIC REQUIREMENTS

1.1 Course Load

(a) *Maximum Load.* The normal load for any semester is 12 to 14 credit hours. The approval of the Director of Professional Studies must be secured for any program that includes more than 15 credit hours.

Although each request for an overload will be evaluated on merits, approval normally is contingent upon the student's presenting (1) an average of 3.00 or better for the preceding year of Seminary study, (2) indication of the availability of time to assume the additional work, and (3) a plausible reason why the extra credits would enhance his or her educational program.

Under no circumstances will approval be given to a semester program containing more than 17 credit hours. Where all meetings of a course are scheduled for a single academic day, no more than two such courses may be included in a student's program except with the approval of the Committee on Professional Studies. Requests for such approval should be presented sufficiently in advance of term time to permit appropriate review.

(b) *Beginning and Ending Dates.* A course is said to begin at the first appointed class meeting thereof, and it ends at the time specified therefor on the final examination schedule.

The period between beginning and end, as thus defined, is called term time.

(c) *Term Time Deadlines.* The instructor in charge of a course is responsible for establishing and enforcing the deadlines that govern the presentation of required work during term time. He or she may not, however, grant an extension beyond term time for the completion or submission of such work.

(d) *Extensions beyond Term Time.* Requests for extensions beyond term time for the completion or submission of requirements in courses must be presented to the Director of Professional Studies. Such requests, in writing and with supporting reasons, should be entered as early as circumstances permit. Favorable consideration ordinarily will not be given to a request for extension that is filed after the close of term time, nor may a requirement be deferred after it has been submitted and evaluated.

Subject to the provisions noted immediately above, requests for extensions beyond term time for the presentation of required work may be granted for reasons that fall within the intent of the following guidelines, or for reasons of similar magnitude:

- (1) Because of verified illness, accident, or other incapacitating condition, to the extent that an effect upon the completion of requirements can reasonably be shown;
- (2) Because of family crisis, requiring the student to divert attention from academic pursuits for a substantial period of time;
- (3) Because of the impossibility of travel on the date of the final examination, the inability of a paid typist to meet a reasonable and contracted deadline, or some other unavoidable situation, to the extent that the timely completion of requirements has been prejudiced thereby;
- (4) Because of the expansion of a research topic beyond the bounds

originally contemplated by the student and the instructor, but only where clear efforts have been made during term time to bring the topic within more workable limits;

- (5) Because of the introduction of class requirements so late in the semester that its timely completion would be to the prejudice of work in other classes.

Requests for extensions beyond term time will not be granted to offset the effects of tardiness in undertaking required projects, of minor illness during term time, of the pressure of outside work for which other and more appropriate alleviating steps have not been taken, and of the ordinary inconveniences of life that a well organized schedule should be able to absorb.

Visiting lecturers, guest professors, and professors who begin a sabbatical or research leave at the end of the semester, pose special problems for arranging extensions. Visiting lecturers and guest professors are under no obligation to endorse postponement beyond term time of any requirements, regardless of the circumstances which might prompt such a request. Professors who go on leave are not expected to grade any requirements postponed beyond term time until after their return to campus responsibilities. The Director of Professional Studies should be consulted at the earliest possible time regarding requests for an extension involving a professor with no Seminary duties the ensuing semester.

(e) *Deadlines for Approved Extensions.* Where an extension beyond term time is approved, the new deadline normally shall be established as follows: for final examinations, 9:00 a.m. on the second Saturday of the ensuing semester; and for all other requirements, 9:00 a.m. on the third Monday of the ensuing semester.

An extension shall not be postponed beyond the end of term time of the next full semester (excluding summers) following that in which the course was taken.

(f) Where an extension beyond term time has been applied for and has not been approved, a late paper may be submitted to the Office of Professional Studies with a request that it be received with academic penalty for tardiness. The date received and the number of days past term time shall be noted. The instructor of the course for which the work was required, after consultation with the Director of Professional Studies, shall determine the disposition of the request. No work will be accepted after the last day of the semester.

(g) *Candidates for Graduation.* At the close of the spring semester, requirements, other than final examinations, for all graduating students

must be submitted to the instructor by 12:30 p.m. the first Friday of the examination period unless term time for the course ends at an earlier date.

(h) *Changes in the Selection of Classes.* With due attention to program requirements, a student may alter his or her selection of courses during the first ten academic days of a semester, except that a course may be entered after the first meeting thereof only with the approval of the instructor in charge. Changes of registration after this ten-day grace period may be made only by petition to the Director of Professional Studies. Possible reasons upon which favorable consideration to such a petition may be based are:

- (1) The incidence of illness or other limiting condition, rendering unwise the pursuit of a fulltime program;
- (2) Misunderstandings concerning class content or requirements, that could not reasonably be resolved during the ten-day grace period;
- (3) Fundamental changes in program or vocational plans, such that a rearrangement of classes is desirable.

After the mid-semester point a student may not withdraw from a class except under extraordinary circumstances. A petition for such an exception is directed to the Committee on Professional Studies.

Where a student is permitted to withdraw from a course after the ten-day grace period, but within term time, that course ordinarily is retained on the academic record and is marked W (withdrew), unless it is replaced with another course of equivalent weight.

Since it normally is difficult to enter a course after the ten-day grace period, late withdrawal from a class may leave the student with a reduced academic load. He or she will wish to take this fact into account when making plans for the summer months and for subsequent semesters.

(i) *Special Courses.* In cases of demonstrated need, a qualified student may make application through an instructor for a special course in an area within that instructor's field of specialization. Such a course may be given, at the option of the instructor and with the approval of the faculty, provided that coverage of the same material cannot be arranged as part of a regular course. All regulations that are applicable to regular courses including dates for entrance, withdrawal and termination, shall govern special courses as well.

A candidate for the M.Div. or M.A. degree ordinarily may not carry more than one special course during a given semester. An M.Div. candidate is limited to four special courses during his or her total program; a candidate for the M.A. degree, three special courses. The privilege of

enrolling for special courses normally is not extended to non-degree students. An instructor may not offer more than two special courses during a semester without the approval of the Academic Dean.

(j) *Theses and Project Papers*. Where a thesis or project paper is prepared in partial fulfillment of program requirements, it is subject to the same regulations that govern regular courses, to the extent that those regulations are appropriate. The student who undertakes the preparation of a thesis or project is responsible for including the tentative title thereof, together with an indication of the amount of credit the thesis or project will earn, on his or her registration form for the semester during which it should reach completion.

Thereafter, if a postponement is desired or if the plan is abandoned, approval for such change should be sought from the Director of Professional Studies.

(k) *Filing of Registrations*. All course registration forms must be completed in person at the Office of the Registrar.

1.2 M.A. Professional Examination

(a) *Schedule*. The Professional examination for M.A. candidates is given twice during the academic year: near the beginning of the second semester and on the Saturday after Easter.

(b) *Registration*. If a student intends to take this examination, he or she should indicate this intention to the Director of the School of Christian Education at least two weeks prior to the testing date.

(c) *Examinations in Absentia*. If a student finds it necessary to be away from the Seminary when the examination is scheduled to be administered, permission may be sought from the Director of the School of Christian Education to take the examination *in absentia* under supervision. The examination will be sent and the papers will be received through the Director of the School of Christian Education.

(d) *Length*. The examination is six hours in length, divided into two sessions of three hours each.

(e) *Scoring and Evaluation*. Examinations are read, graded and reported without knowledge on the part of the readers of an examinee's identity. Each examination is graded as a whole, either *pass* or *fail*. After receiving the results of the examination, the student may request to have the examination interpreted by a representative of the examining body.

1.3 Field Education for Master of Divinity Candidates

(a) A student's program of field education will require 10 to 14 hours of work per week, including time for the making of necessary prepara-

tions. No field education program may require more than 14 hours per week without the specific approval of the Director of Field Education, who first shall satisfy himself that the student's total program in the Seminary shall not be placed in jeopardy thereby. If a student's field education program unavoidably demands an excessive amount of time, the Director of Field Education may require that the student's course be extended beyond three years.

(b) The Director of Field Education shall determine whether a student's work in this area of the curriculum meets the graduation requirements.

1.4 Submitting of Written Work

(a) All written work prepared outside the classroom shall be submitted in typewritten-quality form, unless the instructor makes an exception in advance to accommodate a special circumstance. The output of dot-matrix printers used in conjunction with word processors normally is unacceptable unless the impression closely resembles that of a typewriter.

(b) It shall be the responsibility of the student to retain a copy of all papers and other assignments that he or she prepares and submits in connection with courses, except in the case of examinations that are written in the classroom and submitted directly to the instructor. Although every effort is made to avoid the loss of these materials, such incidents do on occasion occur.

THE GRADING OF COURSES

2.1 The Grading System

(a) The usual pattern of grading, applicable to all classes except those in which the instructor provides for use of the simplified system outlined below, is as follows:

<i>Grade</i>	<i>Point-Value</i>	<i>Definition</i>
A+	4.30	Excellent
A	4.00	
A-	3.70	
B+	3.30	Good
B	3.00	
B-	2.70	
C+	2.30	Fair
C	2.00	
C-	1.70	

D+	1.30	
D	1.00	Poor
D-	0.70	
F	0.00	Failure

(b) A simplified system of grading available for use in appropriate cases is as follows:

<i>Grade</i>	<i>Point-Value</i>	<i>Definition</i>
S	— —	Passing (Satisfactory)
U	— —	Failure (Unsatisfactory)

(c) The choice between these two grading systems rests ultimately with the instructor in charge of the class. If he or she chooses to give the students individually the option of electing one of these systems or the other, the privilege must be extended impartially to all students within a given academic program. Where the student is given this option, it must be exercised within the ten-day grace period at the beginning of the semester. (This does not prevent an instructor from using pass/fail in an individual case, where the nature of the presented material makes this exceptional course of action appropriate.) Once recorded in the Registrar's Office, a pass/fail grade cannot be converted to a letter grade.

(d) For the grading system applicable to Ph.D. and D.Min. candidates, consult the supplemental announcements for these programs.

2.2 Incomplete Courses

(a) If the requirements for a course are incomplete at the close of term time, and no extension beyond term time has been approved covering the incomplete work, a final evaluation will be made on the basis of the requirements actually fulfilled. In such a situation, zero credit normally attaches to the unfinished work.

(b) If the requirements for a course are incomplete at the close of term time, and an extension beyond term time has been approved covering the incomplete work, no final evaluation is made until the expiration of the extension. In such a situation, if the postponed requirements are presented before the extension expires, they are graded without penalty.

(c) Requirements postponed beyond term time should be submitted through the Office of Professional Studies which will, if desired, provide a receipt for the material. If the student chooses to present the

material directly to the instructor, the Seminary accepts no responsibility for ascertaining that the work has been submitted, and will enter a failing grade for the class in question if a timely report is not received from the instructor.

2.3 Failing Grades

(a) Where an instructor enters a final failing grade for a student in a course (including a special course, thesis, or project), he or she shall simultaneously submit to the Office of the Registrar a written statement noting the reason for the failure.

(b) Promptly upon receipt of this statement, the Registrar shall cause a copy thereof to be mailed to the student, using the most recent address reported to the Office of the Registrar.

(c) The student shall have ten calendar days, beginning with the date of postmark on the notice, to question a failing grade. Open to question shall be matters of procedure (e.g., enforcement of unclear deadlines, assessment of penalties for unfinished work that the student claims to have submitted), but the instructor's prerogative to render the controlling judgment on the substance of the student's performance shall be fully protected. The right of question shall not be in lieu of the student's responsibility to file a timely petition for extension of a deadline beyond term time, nor shall it serve to extend the time available for filing such a petition. At the conclusion of the ten-day period, if no question has been advanced, the grade shall be considered a matter of settled record.

(d) A question in regard to a failing grade shall be initiated by the student, in writing, to the Director of Professional Studies. After obtaining from the parties involved their interpretation of the facts, and through consultation with them, the Director shall endeavor to resolve the dispute in a manner that is satisfactory to all concerned. If this is not possible, the Director shall refer the matter to the Committee on Professional Studies, where it shall be treated as an appeal.

2.4 Contesting Non-Failing Grade

Where a student believes that his or her work in a course has been improperly evaluated, an appeal shall be addressed to the professor of record. To appeal a professor's decision, the student must promptly contact the Committee on Professional Studies, which will not substitute its judgment for the professor's unless prejudicial treatment can be shown. This opportunity expires with graduation.

2.5 Computation of Averages

Semester and cumulative grade-point averages are obtained by multiplying the point value of each grade by the number of credit hours attached to the course, and dividing the sum of the products by the sum of the multipliers.

2.6 Changing of Grades

Except to rectify transcriptional errors in the recording office, or to implement a decision of the Director of Professional Studies made according to provision 2.3(d) above, no grade may be changed for any reason, after it has been recorded by the Registrar, without the approval of the Committee on Professional Studies. No grade may be changed after graduation, or after a student's withdrawal from the Seminary, without the approval of the Board of Trustees.

TRANSFER OF CREDIT

3.1 Master of Divinity Program

(a) Princeton Theological Seminary receives transfer credit toward the M.Div. degree in accordance with the following procedures and limitations:

- (1) Students hoping to transfer credits previously earned at another institution toward the M.Div. at Princeton Seminary must indicate that fact at the time of application.
- (2) Transfer credit is accepted only from schools which are accredited by the Association of Theological Schools in the United States and Canada. Princeton Seminary reserves the right not to accept in transfer work from non-accredited institutions, even though these credits may appear on a transcript furnished by an ATS-accredited institution. This same right is claimed with regard to work pursued at extension/satellite centers. The courses represented by the transfer credit must be representative of Princeton's own offerings. There are time limits governing the transferability of credits. In general, credit is not accepted for work begun more than seven years prior to entering Princeton Theological Seminary, or for courses passed below the grade of B; thus courses taken on a pass/fail or credit/no credit basis will not be received in transfer. In no case will the Seminary recognize life-experience equivalencies or continuing education credits.
- (3) The graduation requirements at Princeton Seminary consist of seventy-eight units (credit hours) of academic work—certain units of

which are assigned to specific requirements, while the others may be drawn from available elective courses—together with two units of supervised field education. The maximum number of credit hours that will be accepted in transfer is 26, regardless of the extent of the student's previous work. Up to one unit of supervised field education may be accepted at the discretion of the Director of Field Education.

- (4) A transfer student who presents a full year (26 credit hours) of advanced standing must maintain full-time enrollment at Princeton Seminary for four semesters (excluding any terms of internship) in order to meet the residence requirement for the M.Div. degree. If further work is taken in a non-affiliated institution, after matriculation at the Seminary, it may be possible to have that work included on the Princeton record, but the student is not thereby relieved of the responsibility for four full-time semesters in this institution.
- (5) No portion of the final year of study [26 credits] can be received as transfer credit from another institution.
- (6) On occasion, an M.A. candidate in Christian Education may be awarded advanced standing for graduate work pursued in a college or university. If such a person is considering changing his or her candidacy to the M.Div. program, a preparatory conference should be arranged with the Director of Professional Studies. Although acceptable for the M.A. degree in Christian Education, graduate credit earned in a non-seminary context will be disallowed in connection with the M.Div., and an equivalent number of courses will be added to the requirements yet to be fulfilled in Princeton Seminary.
- (7) Within the limitations outlined above, acceptable transfer credit is computed as a percentage of the normal graduation requirements actually completed in the sending institution.
- (b) The following procedures govern the allocation of transfer credit, after such credit has been identified.
- (1) Courses are accepted in lieu of our orientation and distribution requirements, without examination, where those courses appear from the official descriptions to be similar to our own and where they are comparably weighted. A one-hour course will not be accepted to replace a four-hour course; an introduction to Catholic theology will not replace an introduction to Reformed theology; an introduction to homiletics that does not involve the preparation and delivery of sermons cannot replace a course that does.

- (2) If replacement transfer credit is denied by the Office of Professional Studies, the student is at liberty to approach the department concerned with syllabi and other evidence of comparability. Departmental representatives are available for this purpose.
 - (3) Transfer credit will not be given against all of the requirements of a given department. Some work in each of the four departments [in the case of biblical studies, where feasible, in both Old and New Testaments] should be done at Princeton in order to qualify for a Princeton degree.
- (c) *Policy on Housing and Financial Aid.* In the interest of equitably dividing a limited amount of financial aid resources among all eligible M.Div. candidates, the following procedures have been devised for the financial assistance and housing programs.
- (1) Students who enroll as Juniors in the M.Div. program with no advanced standing whatsoever are eligible for 6 semesters of financial aid and 6 semesters of Seminary housing (or 34 months of Seminary housing if married).
 - (2) Students who transfer into the M.Div. program with Middler status, i.e. 21-26 units of credit, are eligible for 4 semesters of financial aid and 4 semesters or 22 months of Seminary housing.
 - (3) Students who transfer into the M.Div. program with advanced standing of from 13-20 units are eligible for 5 semesters of dormitory housing or the appropriate number of months of married student housing and are eligible for 4 semesters of financial aid and for a 5th semester upon a pro-rated basis, as indicated in number 4 below.
 - (4) A student who enters the M.Div. program with advanced standing of fewer than 13 semester hours is eligible for Seminary housing as stipulated in number 1 above. Such a student will be eligible for financial assistance for 5 semesters and for the 6th semester upon a pro-rated basis. The basis shall be determined by subtracting the number of credit hours received for advanced standing from 13, the normal credit hour load for a semester. For example, if the student is granted 6 semester hours of advanced standing, the final semester's tuition figure on the expenses side of the financial aid form will be listed as 7/13th of what would be full tuition for a semester. A student who is granted 16 semester hours advanced standing and falls within the parameters of paragraph 3 above, would thus be eligible for 10/13th of his or her 5th semester's financial need statement.
 - (5) While an academic load of 10 units or semester hours is considered

full time for purposes of assessing tuition charges, remaining in Seminary housing and receiving financial aid, a student who takes such a reduced schedule in any semester for whatever reason (including but not limited to health, family circumstances, failure of courses) must understand that it is possible thereby to exhaust his or her eligibility for financial aid and Seminary housing prior to the completion of all the requirements for the M.Div. degree. This is the student's responsibility and the Seminary assumes no obligation to provide further financial aid or Seminary housing to a student who has received the full amounts for which he or she is eligible according to the above stipulations.

(d) *Transfer of Credit Contract*

- (1) The transfer of credit to the Master of Divinity degree is effected by the signing of a contract available from the Office of the Registrar.
- (2) If a transcript showing all work to be transferred is available prior to the student's arrival at Princeton Seminary, the contract may be executed by mail. Otherwise, a credit transfer contract should be completed as soon as possible after the beginning of the semester of Seminary entrance.
- (3) Questions concerning transfer credit should be raised at the time of application (at the appropriate place on the application form itself), but may not be opened after the completion of the first semester of work at Princeton Seminary.

3.2 Master of Arts Program

Princeton Theological Seminary receives transfer credit toward the M.A. degree in accordance with the following procedures and limitations:

- (1) Students hoping to transfer credits previously earned at another institution toward the M.A. at Princeton Seminary must indicate that fact at the time of application.
- (2) Transfer credit is accepted only from schools which are accredited by the Association of Theological Schools in the United States and Canada, and upon the recommendation of the Director of the School of Christian Education, from a college or university accredited by a regional accrediting association. [The attention of M.A. candidates who are granted transfer credit from a college or university and who may contemplate changing to the M.Div. program at Princeton Seminary is directed to par. 3.1(a)(6), above.] Princeton Seminary reserves the right not to accept in transfer work from non-accredited institutions, even though these credits may

appear on a transcript furnished by an accredited institution. There are time limits governing the transferability of credits. In general, credit is not accepted for work begun more than seven years prior to entering Princeton Theological Seminary, or for courses passed below the grade of B; thus courses taken on a pass/fail or credit/no credit basis will not be received in transfer.

- (3) Ordinarily, no portion of the final year of study [26 credits] can be received as transfer credit from another institution.
- (4) Questions concerning the transfer of work done prior to matriculation at Princeton Theological Seminary may not be opened after the completion of the first semester of work at the Seminary.

3.3 Master of Theology Program

Princeton Theological Seminary receives no transfer credit toward the Master of Theology degree.

DURATION OF CANDIDACY

4.1 Master of Divinity Candidates

(a) *Normal Duration.* The program of studies for the Master of Divinity degree ordinarily shall be completed in six consecutive semesters of full-time resident work. If a student begins his or her studies in the Seminary in the middle of the academic year, those studies may continue for seven consecutive semesters without special approval. An M.Div. candidate electing to remain for this seventh semester is not eligible for financial aid nor is the availability of Seminary housing assured. The period of residence may be interrupted by an approved internship.

(b) *Minimum Duration.* Except as subsequently provided in this section, a student who initiates his or her ministerial preparation at the Seminary may not complete the program in fewer than six semesters of full-time resident work, and a student who is received in transfer from another school of theology may not complete the program in fewer than four semesters of full-time resident work.

As a general rule, credits earned during the summer session and extra credits earned during regular terms may not be used to reduce the six semesters of resident study prescribed for the degree. Exceptions to this policy may be made only to accommodate extraordinary circumstances, and will be considered individually by the Committee on Professional Studies.

(c) If a student finds it necessary to engage in an excessively large amount of remunerative work in order to provide self-support during

the Seminary program, the Director of Field Education may require that his or her course be lengthened beyond the normal residence period. The Committee on Professional Studies also reserves the right to require an extension of a student's course because of deficiencies in his or her academic performance at the Seminary.

(d) If a student wishes to extend his or her course beyond the normal residence period, but is not engaged in an excessively large amount of outside work, he or she must secure the approval of the Director of Professional Studies.

(e) Under ordinary circumstances, the student is expected to pursue his or her program on a full-time resident basis. In the case of demonstrated need, however, permission may be obtained from the Director of Professional Studies to conduct a portion of the program in part-time candidacy. During the period of part-time work, the student pays tuition by the credit hour and is ineligible for direct financial assistance from the Seminary. Every candidate's program must include at least two semesters of full-time resident study. An M.Div. candidate should not expect to pursue any substantial part of the curriculum by part-time work. The Seminary provides no assurance that a student who is able to attend class only on particular days, or for a restricted number of periods each day, will have access to courses he or she needs to complete the graduation requirements.

4.2 Master of Arts Candidates

(a) After replacing the words "six" and "seven" in provision 4.1(a) with the words "four" and "five" respectively, and the words "six" and "four" in provision 4.1(b) with the words "four" and "two" respectively, the regulations governing the duration of candidacy for the Master of Divinity degree shall pertain also to the Master of Arts degree.

(b) A candidate for the Master of Arts degree, although encouraged to pursue the program on a resident basis, is not bound by the requirement of two full-time semesters.

4.3 Master of Theology Candidates

(a) A candidate who has been admitted to a full-time program is expected to complete all of the requirements for the degree in two consecutive semesters of full-time resident work. A candidate who has been admitted to a part-time program is expected to complete all of the requirements in four consecutive semesters or four consecutive summers of part-time work. Extensions of period of candidacy, as well as temporary suspensions of part-time programs, may be requested from and

granted by the Director of Professional Studies. Extensions ordinarily are granted for one or two semesters at a time.

(b) If the candidate's program extends over more than two semesters, which need not be consecutive, all tuition obligations to the Seminary will be computed using the per unit rate.

(c) If a student's candidacy expires, and he or she subsequently wishes to resume work toward the degree, reapplication must be made through the Director of Admissions. If the Committee on Admissions approves the application, it may permit the student to apply all, some, or none of the earlier graduate study in the Seminary toward the fulfillment of the degree requirements.

4.4. Doctor of Philosophy Candidates

(a) The program of studies, research, and dissertation writing for the Doctor of Philosophy degree ordinarily shall be completed in not more than six consecutive years of work; the first four years on a full-time basis, the final two years on a half-time basis.

(b) After the six-year limit, extensions may be granted for one year at a time with a maximum of three one-year extensions. [NOTE: Students with government loans are advised that candidates on extension are considered to be enrolled less than half time.] Extensions will be granted only on the basis of substantial progress, which is normally construed to mean the submission of substantial amounts of written material to the dissertation committee.

(c) After nine years of candidacy, a student who has not completed the dissertation will be automatically dismissed from the program.

WITHDRAWALS AND LEAVES OF ABSENCE

5.1 Withdrawals

(a) Whenever a student in one of the master's degree programs wishes to withdraw from the Seminary, he or she is expected to confer with the Dean of the Seminary concerning his or her plans. This conference should be preceded by a meeting with the Director of Professional Studies. If withdrawal is effected in this manner, the courses for which the student has been enrolled will be retained on the record and will be marked W (withdrew). If withdrawal takes place outside of this procedure, the courses for which the student has been enrolled will be retained on the record and will be graded on the basis of the requirements fulfilled by the close of term time.

(b) If a student withdraws from the Seminary and subsequently desires to re-enroll, he or she must submit a new application for admission.

- 5.2 (a) If for good reason a student desires a leave of absence, such a leave may be granted by the Dean of the Seminary, normally after consultation with the Director of Professional Studies. In no case shall a leave be authorized for more than one year, but in unusual circumstances may be extended for an additional year. When a student thus absent desires to return to the Seminary and has fulfilled any conditions prescribed therefor, he or she must give indication of intention to the Dean of the Seminary, but a completely new application is not required.
- (b) If a leave of absence takes effect during term time, the courses for which the student has been enrolled will be retained on the record and will be marked W (withdrew).
- (c) A student to whom a leave of absence has been granted is not regarded as registered or enrolled in the Seminary while he or she is on leave.
- (d) Where a student returns from an authorized leave of absence, he or she is responsible for requirements in effect at the date of return.

5.3 Doctoral Candidates

Candidates for the degrees of Doctor of Philosophy and Doctor of Ministry should consult the regulations of their respective programs in the matters of withdrawals and leaves of absence.

CONTINUANCE, SUSPENSION, AND DISMISSAL

6.1 Conditions

(a) *Right of Continuance.* Within the intent of the regulations governing the duration of candidacy, a student who has been formally admitted to a degree program and who is pursuing the requirements therefor, and whose financial obligations to the Seminary are satisfied, may have the expectation of continuous enrollment unless he or she is suspended or dismissed for cause.

(b) *Dismissal.* Dismissal is the termination of a student's enrollment in the Seminary, imposed by action of the Seminary. Where dismissal is ordered, return to the Seminary may be effected only by the filing of a new application for admission. Such applications are rarely approved.

(c) *Suspension.* Suspension is a temporary interruption of a student's enrollment in the Seminary, imposed by action of the Seminary. It may

be for a fixed or an indefinite period. If suspension is imposed for a fixed period, the student shall have an automatic right to resume study at the expiration of the suspension. If suspension is imposed for an indefinite period, the student shall have the right to resume study upon presentation of reliable evidence that the reasons for the suspension have been effectively treated. A student who wishes to resume work after a period of suspension shall follow the procedures for return set forth in the notice of action, but a new application for admission shall not be required. If a student under indefinite suspension does not, within a reasonable period, give evidence of making a serious effort to deal with the bases for the suspension, the faculty, upon proper recommendation, may proceed to his or her dismissal.

(d) *Bases for Action.* Bases for suspension or dismissal shall include: deficiencies in academic performance, compromise of the principles of academic integrity, serious breach of the rules and regulations properly established for the health and well-being of the Seminary community, and persistence in a manner of life incompatible with the church's standards for its professional leadership.

The Seminary regards plagiarism and/or the lack of or improper acknowledgment, documentation, or citation of sources in academic work to be an extremely serious offense towards the scholarly community—one meriting suspension or dismissal from the institution.

General requirements for the acknowledgment of sources of academic work are as follows:

- (1) *Quotations.* Any quotations, however small, must be placed in quotation marks or clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a footnote) by a precise indication of the source. Any sentence or phrase which is not the original work of the student must be acknowledged.
- (2) *Paraphrasing.* Any material which is paraphrased or summarized must also be specifically acknowledged in a footnote or in the text.
- (3) *Ideas.* Any ideas which are borrowed should be specifically acknowledged in a footnote or in the text, even if the idea has been further elaborated by the student.
- (4) *Bibliography.* All the sources which have been consulted in the preparation of an essay or report should be listed in a bibliography.

The only adequate defense for a student accused of an academic violation is that the work in question does not, in fact, constitute a violation. Neither the defense that the student was ignorant of the regula-

tions concerning academic violations nor the defense that the student was under pressure at the time the violation was committed is considered an adequate defense.

Acknowledgment is gratefully made to Princeton University for permission to use the above descriptions of aspects of plagiarism and of a student's defense taken from *Princeton University Rights, Rules, Responsibilities* 1986 Edition. Princeton University, Princeton, New Jersey.

Violation of these regulations is under the jurisdiction of the Committee on Professional Studies.

The Seminary specifically adopts and incorporates herein by reference the provisions and examples of the *Princeton University Rights, Rules, Responsibilities*, 1986 Edition (pages 41–51), which is on permanent reference in Speer Library and in the Office of Professional Studies. It should be consulted for fuller description and examples of the various aspects of plagiarism. The interpretation of the foregoing material is the sole and exclusive responsibility of the Seminary. In the event of any conflict between the *Princeton University Rights, Rules, Responsibilities* and any rule, regulation, or guideline of the Seminary, the Seminary's rule, regulation, or guideline shall govern.

6.2 Action Stemming from Academic Performance

(a) It is anticipated that the student will pursue his or her program on a consistently satisfactory level of performance. Where a student fails to fulfill the *Standards of Satisfactory Progress* (see Section 8, below), he or she may be suspended or dismissed from the Seminary by the Committee on Professional Studies, acting on behalf of the faculty. Where a student is suspended or dismissed for failing to fulfill the *Standards of Satisfactory Progress*, he or she may within six months petition the Committee on Professional Studies to reconsider its action and the Committee's decision on the petition shall be subject to the normal processes of appeal set forth elsewhere. The suspension or dismissal shall remain in effect, however, during the pendency of the appeal

(b) The following, while not fully measuring the discretion of the faculty in this regard, indicate other bases upon which suspension or dismissal may be instituted:

- (1) Failure of one or more courses during each of two semesters in succession;
- (2) Failure of the majority of courses for which the student is enrolled during a single semester;
- (3) Sporadic failures and/or an indisposition to pursue the prescribed

academic program, leading to the likelihood that completion of the degree requirements within the normal residence period will be impossible;

- (4) Sustained failure in field education assignments, indicating that the student is ill-suited for the exercise of professional leadership in the church.

Before a student's record is presented to the Committee on Professional Studies with a view to initiating action for academic suspension or dismissal (for reasons other than failure to maintain academic progress), the student shall be notified of the time and place of the meeting of the Committee and shall be offered the opportunity to be heard by that body. The notice, which also shall contain a statement of the grounds upon which suspension or dismissal may be recommended, may be given to the student in person or on the telephone by an authorized member of the Committee on Professional Studies. Notice may also be delivered in writing to the student's most recent address as it is filed with the Office of the Registrar. In either case, notice shall be given at least three calendar days before the date of the Committee's scheduled meeting unless the student agrees to a shorter notification time.

Upon receipt of the notice, the student shall indicate whether he or she wishes to appear before the Committee or to waive the right to a hearing. This response may be made by telephone to the chairperson of the Committee on Professional Studies, the Director of Professional Studies, or the Dean of the Seminary. If the student wishes to appear before the Committee but is unable to do so at the time scheduled, he or she may suggest two or three alternative dates, proximate in time to the original, when his or her presence could be assured; and the Committee may, for good cause shown, so reschedule the hearing.

Should he or she so desire, the student may be accompanied at the hearing by an adviser of his or her choice, selected from among the members of the Seminary community. (c) If a student's academic performance in the Seminary is adjudged by the Committee on Professional Studies to be deficient, for any of the reasons set forth at 6.2(b) above, but the Committee believes that suspension or dismissal is yet unwarranted in light of the total situation, it may proceed to place the student on academic probation for a maximum of two semesters. Academic probation thus instituted serves both as a warning to the student and as an occasion for the Committee, through the Director of Professional Studies, to provide special guidance concerning his or her performance and

program. The following principles shall govern the status of academic probation:

- (1) It may be imposed or removed only by action of the Committee on Professional Studies, of which written notice shall be given to the student by the Director of Professional Studies, but no formal hearing shall be required;
- (2) A student on academic probation shall plan his or her program in consultation with the Director of Professional Studies, who may prescribe the components of that program either in whole or in part;
- (3) At any point during a period of academic probation, the Committee on Professional Studies may proceed to the student's suspension or dismissal (in accordance with paragraph 6.2(b) above), if in its judgment satisfactory improvement be absent.
- (d) If a student's academic performance in the Seminary is adjudged by the Committee on Professional Studies to be approaching that which would warrant probation, the Committee may place that student on academic alert. Academic alert is a formal warning and an opportunity for academic counseling, but does not become part of an individual's permanent record. It may, however, be taken into account in judging the seriousness of any future deficiency.
- (e) Probation, suspension, and dismissal of doctoral candidates for academic reasons are governed by procedures contained in the published descriptions of those programs.

6.3 Action Stemming from Other Causes

- (a) Unlike deficiencies in academic performance, which become a matter of settled record, the other specified bases for suspension or dismissal (see provision 6.1(d) above) may involve the weighing of diverse testimony and the application of broad principles to specific situations. Furthermore, the charges upon which action might be based may originate in one or more of many parts of the Seminary community. To protect the rights of all concerned, and to avoid attracting undue attention to matters of transitory significance, the following procedures will be carefully observed:
 - (1) If a member of the Seminary community becomes directly aware of a situation that reasonably could give rise to disciplinary action against a student, it shall be his or her responsibility, before initiating any formal action, to discuss the matter with the person or persons concerned, in an effort to overcome any misunderstandings

that may be present, to achieve a harmonious resolution of the situation, and to set in motion processes that may discourage the development of similar misunderstandings or problems in the future.

- (2) If this approach is unsuccessful, the matter may be brought to the attention of the Committee on Professional Studies, in writing, either through the Director of Professional Studies or through the chairperson of the Committee.
- (3) Where the Committee on Professional Studies finds that the allegations against a student would, if established, provide the basis for disciplinary action, and where the person advancing the allegations asks that charges be pressed, the Committee shall set a convenient time for a hearing thereupon. The student against whom the charges are advanced shall be notified in writing of the nature of those charges and of the evidence upon which they are based. This notice, which also shall include indication of the time and place of the hearing, shall be postmarked, or delivered to the student's campus address, at least ten calendar days prior to the date of the hearing. At the hearing the student shall have opportunity to speak in his or her own defense, to confront those who are presenting the charges and associated evidence, to present witnesses and evidence on his or her own behalf, and to be accompanied by an adviser of his or her choice, selected from among the members of the Seminary community.
- (4) When in the judgment of the Committee the parties to the case have been equitably heard, the Committee shall retire for deliberation. If in its judgment no cause for action exists against the student, the matter shall be declared closed. If it concludes that disciplinary action should be taken, it shall formulate its recommendations in that regard, indicating the reasons upon which its conclusions and recommendations are founded.
- (5) The recommendations of the Committee, with supporting reasons, shall be communicated in writing to the parties concerned. If the student against whom the charges have been sustained chooses to accept the recommendations of the Committee without further contest, he or she shall so inform the chairperson of the Committee, in writing. If the student does not choose to accept those recommendations, the matter shall be placed before the faculty for decision.
- (6) The student against whom charges are thus pending shall have opportunity to present to the faculty, in person, a concise argument on his or her own behalf; in the alternative, he or she may designate some other member of the Seminary community to make such a

presentation. The Committee on Professional Studies shall be considered the other party to the case.

- (7) After the case has been presented, when the faculty retires for deliberation and decision, no one who has been associated with the case at its earlier stages shall be present or participate in the action.
- (8) The decision of the faculty shall be spread upon its minutes and shall be promptly communicated to the parties, over the signature of the Dean of the Seminary.
- (9) A student concerning whom disciplinary matters are under review by the Seminary is expected to cooperate in the inquiry, to the extent of answering pertinent questions and supplying or authorizing relevant material when so requested. Where this cooperation is denied, to the serious detriment of the inquiry, the Seminary may proceed forthwith to the suspension or dismissal of the student on the grounds of non-cooperation, without implying a judgment on the matter or matters under investigation.
- (b) The procedures outlined immediately above are intended to cover cases in which the student's continuing relationship to the Seminary may be placed in jeopardy. They should not be construed to imply the right of hearing on disciplinary matters of a less serious nature, which matters ordinarily are adjudicated, where formal action becomes necessary, on a written record.

APPEAL OF DECISIONS

7.1 To the Director of Professional Studies

- (a) If a student is aggrieved by the decision of an instructor in a matter of academic procedures, after he or she has conferred further with that instructor, appeal may be taken to the Director of Professional Studies.
- (b) Subject to the authority of the faculty, it shall be the responsibility of the Committee on Professional Studies to provide for the Director general guidelines within which such appellate decisions shall be made. In particular cases the Director of Professional Studies may consult the Committee for guidance, interpretation and decision.

7.2 To the Committee on Professional Studies

- (a) If any directly affected party is aggrieved by the decision of a member of the Seminary staff, in a matter that falls within the scope of these regulations, he or she may appeal that decision to the Committee on Professional Studies. Notice of appeal shall be given, in writing, to the chairperson of the Committee or to the Director of Professional Studies.

(b) Appeals ordinarily are decided without a formal hearing. Should he or she so desire, however, the party making the appeal shall be afforded an opportunity to be heard in person by the chairperson and two members of the Committee or, at the discretion of the chairperson, by the full Committee.

(c) Where there is a question of faculty policy involved, the Committee on Professional Studies may consult with the Curriculum Committee before rendering its decision.

7.3 To the Faculty

(a) Appeal may be had to the faculty from a decision of the Committee on Professional Studies. Notice of appeal, together with any relevant papers that the appellant may wish to provide, shall be filed with the Dean of the Seminary or, if the Dean has been a party to the case below, with the Secretary of the Faculty.

(b) The appeal shall be presented to the faculty by a member of the Seminary community designated by the appellant. If no such designation is made, the Dean of the Seminary (or the Secretary of the Faculty) shall make the presentation.

(c) After the case has been presented, when the faculty retires for deliberation and decision, no one who has been associated with the case at its earlier stages shall be present or participate in the action.

(d) The decision of the faculty shall be spread upon its minutes and shall be promptly communicated to the parties, over the signature of the Dean of the Seminary or the Secretary of the Faculty.

7.4 To the President of the Seminary

(a) Subject to the authority of the Board of Trustees, final appeal in all cases covered by these regulations shall be to the President of the Seminary.

(b) It is the tradition that an appeal to the President shall be regarded as an opportunity to explain extenuating circumstances, but not as an occasion for a rehearing of questions of fact or for reassessment of guilt or innocence.

7.5 Timeliness

(a) In order for an appeal to be considered, it must be filed and prosecuted promptly after the decision in question has been reached and announced.

(b) Absent circumstances beyond the control of the appellant, ten calendar days ordinarily will be regarded as the outside limit for the indication of intention to appeal.

7.6 Rehearing and Reconsideration

- (a) Before appeal is taken from a decision at any level, a request may be entered for a rehearing and reconsideration.
- (b) Although frequently encountered at the point of initial decision, requests for rehearing or reconsideration of actions taken on appeal are not encouraged.

STANDARDS OF SATISFACTORY PROGRESS

- 8.1 The following *Standards of Satisfactory Progress* govern the work of all students during their seminary course and condition their eligibility to continue in program and receive Princeton Theological Seminary financial assistance and Title IV financial aid.
- 8.2 Standards of Satisfactory Progress for candidates in the *D.Min.* and *Pb.D.* programs are set forth in descriptive brochures for those programs.
- 8.3 Standards of Satisfactory Progress applicable to candidates for other degrees possess several common elements:
 - (a) The *academic year*, for this purpose, runs from September 1 through the ensuing August 31 and includes the summer session.
 - (b) The *initial year* for the determination of satisfactory progress is the first academic year in which courses credited toward a candidate's degree actually were completed, except that where work is begun during a summer session, the initial year extends through the two semesters next following.
 - (c) Non-credit and remedial work, together with courses from which the student formally withdraws (W) shall not count toward work completed. Repetition of courses is not permitted except in cases of failure, or where authorized by the *Catalogue* by virtue of a change in the subject matter. The implication of failure of courses for good standing in the Seminary is covered by existing regulations in this *Handbook*. Courses which are granted an incomplete rating (PP) will be counted toward satisfactory progress only if the work is completed within the period of extension granted by the Director of Professional Studies and as designated in the *Handbook*, except in extraordinary circumstances where further extension may be granted by the Dean of the Seminary with the approval of the President, and under the further restriction that immediately follows. No more than four incomplete courses shall be carried at one time. Completion of courses designated as incomplete on the transcript (PP) shall never be postponed beyond the end of term

time of the next full semester (excluding summers) following that in which the course was taken. At that time a final designation of course grade, or permanent incomplete (PI) must be entered on the record.

(d) An approved leave of absence of up to one academic year will not count in any of the maximum time frames stated below. Any extension or additional leave of absence beyond one academic year may, however, be included in the maximum time frame at the discretion of the Committee on Professional Studies upon recommendation of the Dean of the Seminary. Such additional leave could, therefore, jeopardize a student's ability to complete the degree.

8.4 The following provisions apply specifically to candidates for the *M.Div.* degree:

(a) The maximum time frame in which all degree requirements must be completed is five academic years. A full-time student shall complete at least 19 credit hours each academic year; a part-time student, at least 13 credit hours. An approved internship will not be included in the five-year time frame.

(b) At the conclusion of each academic year, the student shall have maintained a minimum grade point average of 2.00 for all work completed in the program.

(c) Whether enrolled full-time or part-time, the student shall have completed work according to the following schedule in order to be considered as making satisfactory progress: Initial year, 13 credit hours; second year, 26 credit hours; third year, 39 credit hours; fourth year, 52 credit hours together with one unit of field education; fifth year, all requirements for the degree.

8.5 The following provisions apply specifically to candidates for the *M.A.* degree in Christian education:

(a) The maximum time frame in which all degree requirements must be completed is six academic years. A full-time student shall complete at least 19 credit hours each academic year; a part-time student, at least 6 credit hours. An approved internship will not be included in the six-year time frame.

(b) At the conclusion of each academic year, the student shall have maintained a minimum grade point average of 2.00 for all work completed in the program.

(c) Whether enrolled full-time or part-time, the student shall have completed work according to the following schedule in order to be considered as making satisfactory progress: Initial year, 6 credit hours; sec-

ond year, 12 credit hours; third year, 19 credit hours; fourth year 29 credit hours; fifth year, 39 credit hours; sixth year, all requirements for the degree.

- 8.6 The following provisions apply specifically to candidates for the *Tb.M.* degree:
- (a) The maximum time frame in which all degree requirements must be completed is four academic years. A full-time student shall complete at least 18 credit hours each academic year; a part-time student at least 6 credit hours.
 - (b) At the conclusion of each academic year, the student shall have maintained a minimum grade point average of 2.70 for all work completed in the program.
 - (c) Whether enrolled full-time or part-time, the student shall have completed work according to the following schedule in order to be considered as making satisfactory progress: Initial year, 6 credit hours; second year, 12 credit hours; third year, 18 credit hours; fourth year, all requirements for the degree.

GRADUATION REQUIREMENTS

- 9.1 In addition to the satisfactory completion of all program requirements (as set forth in the *Catalogue*), a candidate for any Seminary degree is responsible for the following:
- (1) Filing in the Office of the Registrar an Application to Receive a Seminary degree. This must be done no later than March 15 of the year in which the degree is anticipated.
 - (2) Payment of all outstanding financial obligations (including, but not limited to, tuition, fees, rent, parking fines, Theological Book Agency charges).
 - (3) Attendance at commencement, unless a written petition to graduate *in absentia* has earlier been approved by the Committee on Professional Studies.

EMERGENCY ACTIONS

- 10.1 Nothing in these regulations shall be construed to abrogate or abridge the right of the President of the Seminary, or his deputy, to take emergency action to suspend or dismiss a student from the institution, or to impose a lesser disciplinary sanction, when in his judgment the welfare of the Seminary, or the safety of persons or property, may be in jeop-

ardy. It is the intention of the President, wherever and to the extent feasible after such an action has been taken, to provide a forum in which the case may be reviewed and the sanctions assessed. The results of this review, which shall be advisory to the President, shall be communicated in writing both to him and to the student.

COMPLAINTS AND GRIEVANCES

Students who have serious complaints or grievances should use the following procedures.

Academic Matters

A student with a grievance on an academic matter should follow the process outlined on pages 43-45 of this *Handbook* and entitled "Appeal of Decisions," paragraphs 7.1 through 7.6.

Non-Academic Matters Involving Students or Student Organizations

The first step in complaints against other students or student organizations should be a full and frank discussion with the person or persons involved. Informal guidance or assistance may be sought from the Student Government Association when student organizations are involved. If no satisfactory resolution of the complaint has been achieved, it may be brought to the attention of the Dean of the Seminary who will attempt to resolve the issues through informal actions. If this still does not resolve the complaint, the aggrieved student may bring the matter to the attention of the Committee on Professional Studies and follow the procedures outlined under section 6.3 (pages 41-43 of the present *Handbook*).

Non-Academic Matters Regarding Faculty, Staff, or Administration

A student who has a complaint against a member of the faculty, staff, or administration regarding non-academic matters, should discuss that concern with the individual involved. If this does not lead to a satisfactory resolution, or if the student feels it is not possible because of the particular nature of the complaint, the student should, in the case of a faculty member, appeal to the Academic Dean. If the student is not satisfied by the decision of the Academic Dean, final appeal in the matter may be made to the President of the Seminary.

If the student's complaint is with a member of the staff or administration, and the student is not able to resolve the complaint through discussion with the appropriate person, the matter should be brought to the Dean of the Seminary. Complaints will be investigated promptly and resolved through

informal or formal actions by the Dean of the Seminary. When such resolution does not occur within a reasonable period of time, or if the student is not satisfied by the resolution offered by the Dean of the Seminary, final appeal may be made to the President of the Seminary.

Sexual Harassment

While the preceding paragraphs are intended to cover matters involving alleged sexual harassment, a fuller policy and procedural statement is currently under review by both faculty and administration representatives. It is anticipated that such a statement will be approved and promulgated by an early date in the 1988-89 academic year.

ACCESS TO STUDENT RECORDS

Directory Information

The Seminary maintains the following student directory information: name, address, date and place of birth, telephone listing, degree program and dates of attendance, institutions of higher education previously attended, degrees and awards received, denominational affiliation, marital status and name of spouse, sex, race, and participation in officially recognized activities. Published information, generally distributed only within the Seminary community, includes only name, address, telephone listing, degree program, year in program, hometown, and institutions of higher education previously attended, and (for those so choosing) spouse's first name. The Seminary will not release unpublished directory information without the prior consent of the student. A student may request that certain portions of the information ordinarily published be suppressed (e.g., an unlisted telephone number provided to the Seminary for emergency purposes). This material is maintained in the Office of the Registrar, and students are urged to check it regularly for accuracy.

Medical Records

Medical records are routinely received and maintained by the Isabella McCosh Health Center and are covered by the procedures of that facility. Except in cases of emergency, where the safety of the student or of other persons may be involved, the Health Center staff does not release medical information to the officers of the Seminary without the express written advice of the student.

Transcripts

The only academic record maintained by the Seminary is the official transcript of courses. This document (which contains name, date and place of

birth, sex, Princeton Seminary courses taken and grades received, Princeton Seminary degrees attained, and the attestation of the recording officer) is issued only upon the written request of the student and upon payment of the published transcript fee. Transcript information is not shared, formally or informally, with church judicatories, potential employers, or any other individuals or agencies outside the Seminary except as the student directs.

Since the transcript is an important academic record, it is suggested that at least once before graduation the student check the accuracy of the document. This is especially important if late grades have been posted or if changes of grade have been authorized by the faculty. Transcript records are maintained in the Office of the Registrar, and in the Office of the Director of Doctoral Studies in the case of Ph.D. students. It should be noted that the right to have the transcript corrected does not imply the attendant right to challenge a grade which has been correctly recorded. The right of challenge, which extends only to failing grades, is explained in the academic regulations.

A student is at liberty to inspect the transcripts provided to the Seminary by other educational institutions. Since each such institution is responsible for the accuracy of its own records and for correcting them where necessary, the Seminary will in no instance retransmit documents of this kind that may be in its possession. However, students may request document copies for a small charge, specified below.

Other Personal Information

The Seminary maintains the following personal files for each student:

GENERAL FILE – containing application for admission and related correspondence between the applicant and the institution, personal statement, transcripts from other institutions of higher education, immigration documents when applicable, and letters of reference personally solicited by the applicant. This file is maintained in the applicable admissions office until admission action is taken, then transmitted to the Registrar's Office, where it remains until a student graduates or terminates attendance.

PROFESSIONAL STUDIES FILE – containing copies of petitions, memoranda, and a synopsis of the student's academic progress. This file is maintained in the Professional Studies Office.

FIELD EDUCATION FILE – containing a record of field education placement and a student and supervisor prepared report for each experience. This file is maintained in the Field Education Office. M.A. field education reports are maintained in the School of Christian Education Office.

FINANCIAL AID FILE – When financial assistance has been sought, it contains

the Financial Aid Inventory and GAPSFAS forms, as well as records of aid conferred by the Seminary and other sources. This file is maintained in the Student Financial Aid Office.

STUDENT ACCOUNT AND LOAN FILE — containing record of charges and credits to each student's Seminary account. Loan files, when applicable, contain records and proof of obligations, payments, and related correspondence necessary for collection. This file is maintained in the Business Office.

PLACEMENT FILE — When assistance has been sought, it contains student-generated dossier information and related correspondence. This file is maintained in the Office of the Alumni/ae Secretary and Director of Placement.

All of the information in these files, except certain letters of reference (see below), are open for student inspection and, where necessary, correction. (See procedures below.)

Access to files is limited to those Seminary administrators and staff maintaining such information (see listing below) and to other Seminary administrators and faculty as appropriate to their professional responsibilities and established reasonable need to know.

Upon graduation, the professional studies files are routinely destroyed. Financial aid files are maintained for a limited time, as prescribed by law. Field education files are retained by that office for two years following graduation or a student's leaving the Seminary. They are then destroyed. A record of the fact of field education is incorporated with the general file. The general file is reduced by the elimination of materials of incidental importance and transferred to the Alumni/ae Office, where it is available for inspection and correction as before.

In the student's interest and with release authorized, field education, placement, and financial aid information, which is prepared by the student, is supplied upon request to ecclesiastical judicatories for placement and financial assistance.

Except as noted and cases mandated by law, it is the policy of the Seminary not to transmit directly to any outside bodies documents or copies of documents from a student's personal files. It is possible for the student to obtain a copy of material in a file that he or she has personally prepared (e.g., personal statement or vita) for the purpose of additional distribution, but the Seminary will not serve as the agent for such transmission.

Personal references are solicited by applicants for admission on forms provided by the Seminary. On the reference form, each applicant for admission is asked to indicate whether or not the letter is to be open to his or her own review in the event of admission. Unless such access is expressly waived, all admissions references placed in the file after January 1, 1975, may be exam-

ined by the student in question after admission. This material will not be transmitted, however, to any other school, agency, or individual, with or without the consent of the student for whom it was prepared.

In the case of dossiers for placement purposes in the Ph.D. and D.Min. programs, similarly, each candidate is asked to indicate on the reference form whether or not the letter requested is to be open to the candidate's inspection. If such access is not waived, letters of reference for placement purposes placed in the file after January 1, 1975, may be examined by the candidate. The cooperation of the candidate in the compilation of a dossier for placement will be understood as consent on his or her part that such dossier materials may be transmitted to other schools or agencies, upon request of the student.

Availability of Files to the Student

In most cases, access to a student's file(s) can be handled immediately, but at certain times the schedule of work will require some delay. When this is necessary, in no case shall access be delayed for longer than 45 days from the date of such a request. The student may be asked to make a written request for a specific record through the Registrar, Room 110, Hodge Hall.

INFORMAL PROCEDURES — Upon being granted access to his or her file, the student may wish to request explanations and/or interpretations from the appropriate professional. Erroneous entries in such records should be brought to the attention of the office maintaining the file(s). Correction will proceed immediately, unless the administrator has reason to follow the formal review procedures outlined below.

FORMAL REVIEW — Should an administrator refuse to alter file information through the informal procedure, then the student may appeal to the Record Review Panel. A written request, which includes the specific file(s) in contention, should be submitted through the Registrar. The panel will elicit and review such information as it may deem necessary and render a decision within twenty (20) days of the written request for a formal review.

Copies of File Materials for Students

A student may request copies of his or her file materials to which the student is entitled access, at a charge of \$.25 per page to cover the cost of retrieval and reproduction. This charge does not apply to Seminary transcripts or dossiers, for which separate rates are set. (See "Finances" section of the *Catalogue*.)

File Location and Administrators

1. General directory information: Ms. Judy Lang, Registrar, Room 110, Hodge Hall.

2. Transcript: Ms. Judy Lang, Registrar, Room 110, Hodge Hall
3. General file:
 - a. Prior to admission
 M.Div., M.A., Th.M., Special Students — Mr. Michael E. Livingston, Director of Admissions, basement, Mackay Campus Center
 Ph.D. — Dr. Katharine Sakenfeld, Director of Ph.D. Studies, Room 124, Administration Building
 D.Min. — Dr. J. Randall Nichols, Director of D.Min. Studies, Room 121, Hodge Hall
 - b. Upon graduation or termination of studies
 Mr. Dean E. Foose, Alumni/ae Secretary and Director of Placement, Room 133, Hodge Hall.
4. Professional Studies file: Ms. Carolyn D. Nicholson, Director of Professional Studies, Room 118, Hodge Hall.
5. Field Education file: Mr. Hendricks S. Davis, Director of Field Education, Room 101, Hodge Hall.
6. Financial Aid file: Mr. Matthew Spina, Director of Student Financial Aid, Room 16, Administration Building.
7. Student account and loan files: Mrs. Marsha L. Roche, Controller, Room 2, Administration Building.
8. Placement files:
 - a. M.Div., M.A., Th.M. — Mr. Dean E. Foose, Alumni/ae Secretary and Director of Placement, Room 133, Hodge Hall
 - b. Ph.D. — Dr. Katharine Sakenfeld, Director of Ph.D. Studies, Room 124 Administration Building
 - c. D.Min. — Dr. J. Randall Nichols, Director of D.Min. Studies, Room 121, Hodge Hall.

USE OF RECORDING DEVICES

The Seminary regards as unethical and does not condone the personal use of recording devices in connection with public or course lectures or classroom discussions unless, in the latter case, they are specifically recommended by the professor. Where attendance upon a lecture is impossible, arrangements should be made to secure notes from one of the persons present. In the case of protracted illness or physical disability, when verified by the Office of Professional Studies, Media Services will entertain a request to provide recording services. When such special work is authorized and performed, charges become the responsibility of the student.

Grounds and Buildings ~

DORMITORY REGULATIONS

Dormitory rooms are provided by Princeton Theological Seminary for those enrolled as full-time students. Rooms are for occupancy solely by the student(s) assigned and may not be sublet without the written permission of the Director of Housing. Overnight guests must be registered with the Director of Housing. Contracts for rooms are based on the charges specified in the *Seminary Catalogue*, and the rental period extends from mid-September to the end of May. Dormitories are open for regular occupancy from the Monday preceding the beginning of classes through final examinations. All rooms must be vacated by noon on the day after commencement. Any exception to this regulation must be approved in writing by the Director of Housing. Dormitory occupancy will not be available during the summer except for regularly enrolled summer students and international students who are not able to go to their home countries between terms. Certain dormitories may close for Christmas recess. Alternative accommodations will be provided for dormitory students who require housing during this period.

Furnishings include a bed, mattress, pillow, bureau, chairs, desk, mirror and bookcase. Linens and blankets for a single bed and towels must be provided by the student. In signing the contract, the student accepts the responsibility to care for the room and its furnishings. An inspection will be made of each room about mid-April or upon notice of termination of the contract. The cost of repair or replacement beyond normal wear and tear will be billed to the student. Cleaning equipment, such as a dry mop, broom, dust pan, brush and sweeper, will be provided by the Seminary in designated locations in each dormitory. Maid service is *not* provided. Coin operated laundry facilities are located in the basement of each dormitory.

All students are requested to observe the following rules and precautions. Failure to comply with dormitory regulations will result in immediate cancellation of the contract and immediate eviction from the Seminary residence hall.

Security

Each student should be alert to the need for room security at all times. Doors and windows should be locked when the room is vacant. Money or other valuables should not be left unsecured, even if leaving a room briefly. Please report any suspicious persons or events to Seminary Security.

Do

Exercise care to prevent fires.

Know location of fire exits.

Know location of fire alarm stations.

Exercise care in the use of electrical appliances. Do not overload outlets.

Iron clothing only in the areas specifically provided for that purpose.

Keep snack foods well protected from ants and other insects.

Empty trash in the designated location on your floor.

Separate paper from cans and glass.

Check with your custodian to borrow a dry mop or sweeper.

Report presence of roaches, ants, or other pests to Director of Housing. A professional exterminator is employed on a weekly call basis.

Do Not

Run extension wires under rugs.

Use immersion heaters or pots with heating elements in the base.

Exceed the rated capacity of any lighting fixture (never more than 250 watts).

Cook in dormitory room.

Tamper with fire equipment.

Move furniture from one room to another.

Use water beds.

Use ordinary nails or tacks to hang pictures: use regular picture hangers instead.

Use tape on walls; it tears paint from plaster.

Bring pets of any kind into dormitories or classrooms.

Use balconies, fire escapes, roofs, or any other exterior building area for any purpose except evacuation in case of fire or other emergencies.

Store anything on the outside window sills of dormitories (such as bottles or food).

Store, use, or carry inflammable liquids in dormitories.

Dispose of used motor oil in trash or garbage cans. See Superintendent of Grounds and Buildings for proper disposal.

Prohibited

Hot plates and other large appliances.

Dormitory Closings

Dormitories are normally closed from the day after commencement (and must be vacated by noon that day) until the official opening day in September.

Alexander Hall and Brown Hall will be closed and locked during the stipulated Christmas recess. Should any residents of these buildings be required to stay in Princeton during this period, they must make arrangements at the Housing Office for temporary quarters.

Maintenance

All normal maintenance requirements relating to the buildings and grounds should be reported to the Superintendent of Grounds and Buildings during working hours, 8:30–4:30, Monday through Friday, by calling 921-8307.

Room Assignment

Information regarding the room drawing for the following fall term is circulated midway through the spring term each year. A list of available rooms is posted prior to the drawing date in late April. The drawing is conducted on a priority basis, with Ph.D.'s drawing first, followed by returning interns and Th.M.s, then rising seniors, then rising middlers.

A student wishing to have his or her room assignment changed, should either see the Director of Housing or send him a written request. Prompt action will be taken within space limitations at that time.

Guest Facilities

Limited guest facilities are available at a nominal charge. Reservations and keys for these accommodations are available only during regular office hours. Visits to the Seminary campus by groups must be arranged in advance with the Director of Housing, whether the Seminary is in session or not. The group leader will be given instructions regarding meals, rooms, parking, and facilities available on campus. *If meals are involved, arrangements must be made at least one week in advance.* It is important that these steps be followed so that visitors are not embarrassed by lack of arrangements and conflicting schedules.

Telephones

Any student who wishes a telephone installed in his or her room should call the telephone company business office to make arrangements. A standard wall jack is provided in each room.

STUDENT APARTMENTS

All inquiries concerning accommodations in Seminary dormitories or apartments or for information about off-campus housing should be addressed to the Director of Housing. The Housing Office is located in Room 14, Administration Building, and is open Monday through Friday from 8:30–12:30 and 1:30–4:30.

Note: Seminary insurance policies cover the Seminary physical plant only. Such policies *do not* cover student and/or tenant personal belongings, furniture or valuables of any kind. It is strongly recommended that individuals obtain their own insurance for these items.

Married Student Housing Policy

The Seminary is concerned that its married students have adequate housing. The Director of Housing assists couples during student years. Resources include apartments owned by the Seminary and rental facilities in Princeton and the surrounding area.

There may not be enough Seminary housing for all married students. Priority is given to incoming students who do not know the community and therefore have little or no opportunity to find other accommodations.

ASSIGNMENTS

Apartment assignments are made according to priority, established by *admission date* to the M.Div., M.A., and Th.M. programs. All assignments are made under the following quota system:

Junior	— 58 apartments
Middle	— 45 apartments
Senior	— 48 apartments
Th.M.	— 10 apartments
Ph.D.	— 32 apartments
Chaplain	— 2 apartments

FACILITIES

Apartment facilities available to married students are those at the Charlotte Rachel Wilson complex, Roberts Hall, Tennent Hall, and at several locations adjacent to the main campus.

LEASES

Students renting Seminary apartments are required to sign leases. Students agree to be responsible for rental through the stipulated dates on their leases, except in the following situations:

1. All leases terminate five calendar days after the end of the semester for

students who complete their programs in the first semester and June 30 for those students who complete their programs in the second semester.

2. A student who withdraws from the Seminary *must* vacate his or her apartment on or before the last day of the month in which the withdrawal is effective.
3. A student who wishes to occupy the assigned apartment before September 1 may do so at a pro-rated rental upon authorization by the Director of Housing.
4. Pets are permitted at the Charlotte Rachel Wilson Apartments, provided that they are properly cared for according to Township and Seminary regulations. A service fee of \$10.00 per month will be charged for each dog or cat kept by a tenant. A maximum of two pets will be permitted in each household. Pets are not permitted in Roberts Hall, Tennent Hall, Payne Hall, or any dormitory.

LENGTH OF OCCUPANCY

M.Div. Students	— 34 Months, without privilege of additional housing in the Th.M. or M.A. programs
Th.M. Students	— 10 months
Ph.D. Students	— 48 months or graduation, whichever comes first
Chaplains	— 10 months
M.A. Students	— 22 months
M.Div./M.S.W. Students	— 36 months

Students who go on internship during their M.Div. programs are not eligible to remain in Seminary housing, but may return to Seminary facilities for the remaining period of their residence.

Should an M.Div. or Th.M. student continue in the Ph.D. program, he or she will be eligible for the terms stated for Ph.D. students, as would an entering student from elsewhere.

ASSIGNMENT DATES

Apartment assignments will be made by July 31 for September occupancy. If quotas for specific categories are not filled by July 15, the Director of Housing may assign students from other categories to the open apartments.

Students who marry while attending Princeton Theological Seminary will be assigned facilities only after all applications from incoming students have been satisfied.

USE OF GENERAL CAMPUS FACILITIES

Snow Policy

Princeton Seminary's policy regarding snow emergencies is governed by two considerations:

a. The existence of a large resident population, together with a rather compact academic calendar, suggests that all reasonable efforts should be made to hold classes and examinations in spite of inclement weather.

b. In the presence of significant snow accumulations, or the threat of such accumulations, normal campus services best can be restored or maintained when maintenance personnel do not have to contend with automobiles on the campus roads or in the staff parking lots.

Taken together, these considerations have led to the following snow policies.

1. In the face of snow emergencies, classes and examinations will be held as scheduled if this can be done with due regard to human safety and sound educational practice. If safety would appear to be unnecessarily compromised, or attendance would be so reduced as to make regular exercises unprofitable, classes or examinations may be cancelled by the Seminary or a delayed opening may be announced. Decisions in these matters are made by the Vice President for Financial Affairs in consultation with a senior academic officer. Announcements of cancellations or delayed openings will be made on radio stations WHWH, Princeton, 1350 AM and WPST, 97.5 FM.

2. Where final examinations are cancelled, they will be rescheduled by the Registrar in consultation with the professors concerned. Similarly, the Registrar, in consultation with the professors, will reschedule seminars and other classes that meet for consecutive periods on a single day. Where only one class hour is affected by a cancellation, any rescheduling will be done by the professor in consultation with the members of the class.

3. Where a delayed opening is announced, only those classes will be held that would have met during the remaining available periods, and others will be regarded as having been cancelled.

4. Cancelled examinations and classes may be rescheduled for a Saturday, for a time early in the reading period, or for some other suitable occasion.

5. Where classes or examinations are held during weather emergencies, commuters are urged to take public transportation or to adopt other measures that will reduce the influx of automobiles on the campus.

6. The Vice President for Financial Affairs may close the administrative offices of the Seminary, or announce a delayed opening, either in the interest of safety or to enable maintenance personnel to clear snow accumulations.

Under such circumstances, administrative and normal library services will be cancelled, and persons in these departments are not to bring automobiles onto the campus without the approval of the Vice President for Financial Affairs.

7. During snow emergencies, the Library will remain open for reading and research, following a normal or reduced schedule, provided this can be done with due regard to personal safety and collection security. Regular services will, however be suspended. During such times, at least one full-time Library employee shall be on hand for supervisory purposes. Decisions regarding the Library shall be made by the Librarian in consultation with the Vice President for Financial Affairs.

Parking

The purpose of Seminary parking regulations is to define areas which provide efficient, convenient parking for all members of the Seminary community and keep fire and other emergency lanes open. Because of Princeton Borough fire regulations, *parking on campus roadways after midnight is prohibited. These parking regulations are in effect during the entire year, including holidays and vacation periods.*

CAR IDENTIFICATION

All members of the Seminary community are required to obtain permit stickers for all vehicles they intend to park on campus.

Student stickers may be obtained (upon presentation of PTS identification card) from the Bursar during the hours indicated for payment of fees.

Staff and faculty stickers may be obtained from the Personnel Office, Room 20, Administration Building.

A permit sticker is honored as long as the owner of the vehicle is a member of the Seminary community and the effective period has not expired. The sticker should be affixed to the lower right corner of the side window in back of the driver.

Parking permit stickers must be displayed at all times. Any person who loses his or her sticker or has not yet obtained one should leave an explanatory card or note which can be seen through the windshield.

A person to whom a sticker is issued will be held responsible for violations, regardless of the actual driver of the car. Stickers must be removed when cars are sold or otherwise disposed of.

PARKING AREA ASSIGNMENTS

Your parking sticker identifies your vehicle as one belonging to a student or faculty or staff member. Park only in the areas designated for your classification.

Resident Students

1. Students who are residents of Alexander, Hodge and Brown Halls are to park in the lower student lot.
2. Residents of Erdman Hall are to park in the "Borough Lot"—the large lot behind the Center for Theological Inquiry.

Off-Campus Students

These students are to park in the "Borough Lot."

Faculty

1. Along the campus roadway on the east side of the main campus in front of Stuart Hall, the Chapel, and up to Alexander Hall. (Parking directly in front of Miller Chapel is prohibited.)
2. Reserved spaces in Speer Library Lot.

Administrators

On the quad behind Alexander Hall and in front of Hodge Hall.

Staff

In the lot behind Speer Library and next to 31 Library Place.

Maintenance Personnel

In areas assigned by the Superintendent of Grounds and Buildings.

Visitors

Several areas have been designated for visitors' parking. If you expect a visitor, it would be well to suggest that he or she park in one of these areas:

1. The largest area, in front the Mackay Campus Center, is for daytime parking only.
2. A few spaces are available in front of the Administration Building.
3. Speer Library visitors may use visitor parking spaces behind the Library.

Restricted Parking Areas

1. The area in front of the Administration Building is not available for staff or faculty parking, except for three spaces reserved for designated offices.
2. The area to the north of the Chapel and behind 29 Alexander Street is to be used only by those officially assigned a space there.
3. The area behind Payne Hall is reserved for the *tenants of Payne Hall*.
4. The driveway to Stuart Hall may only be used for short-term pickup from or delivery to that building.

PARKING REGULATIONS

Student cars are to be kept in designated student parking areas. They are allowed on the quad only for loading and unloading. A note must be left on the car to this effect or it will be ticketed.

Cars must be parked within parking space dividers. Park headon in parking lots.

Seminary lots are to be used for parking only and may not be used for storage of vehicles or trailers. Parking permits of violators may be revoked.

Observe "No Parking" signs at all times.

All persons parking contrary to these regulations will be given one warning and then will be issued a ticket the next time.

SPEED LIMIT

The speed limit on all campus roadways and parking lots is 20 miles per hour.

VIOLATIONS

Upon receiving a Seminary Motor Vehicle Violation Notice, the vehicle owner must, within 10 days, pay the \$2.00 fine or appeal the summons in writing through the Business Office to the Automobile Violations Review Committee.

SCHEDULE OF FINES

\$5.00 each for first two violations, reduced to \$2.00 each if paid within ten (10) days of violation notice; \$10.00 each for third and fourth violations, reduced to \$5.00 each if paid within ten (10) days of violation notice; \$25.00 each for fifth and subsequent violations, not subject to reduction.

Any unpaid summonses and late charges not settled by students after 30 days will be charged to their Seminary account, thereby requiring payment prior to subsequent semester enrollment or graduation. Other cases will be handled on an individual basis by the Vice President for Financial Affairs.

Cars not identified by Seminary parking stickers which are involved in repeated parking violations will be towed to a nearby public garage at the owner's expense.

APPEAL PROCEDURE

Include in a letter the name of the vehicle owner, the parking permit number, violation(s) stated on the summons, and grounds for the appeal. Appeals will be reviewed promptly and a written statement of the Committee's action will be sent to the petitioner.

Use of Grounds for Sports

Students may practice outdoor sports on the athletic field or between Brown Hall and College Road, *but not on the Seminary lawns at any time.*

Smoking

Present New Jersey law prohibits smoking in all *academic* areas on campus (classrooms, auditoriums, lecture halls, etc.). Smoking is allowed in Seminary buildings *only* where a "Smoking Permitted" sign is displayed.

Notices and Pictures

Post notices only on bulletin boards provided for that purpose. Please do not post signs on doors or walls or nail placards to trees. Pictures, etc., are not to be taped to walls.

SEMINARY BUILDINGS

MACKAY CAMPUS CENTER — This building, with its dining rooms, auditorium, lounges, meeting rooms, and Student Council Room, is a focal point for Seminary life. The Theological Book Agency, which stocks resources for all Seminary classes and an extensive selection of general theological literature, is located directly below the Main Lounge.

Students are urged to avail themselves fully of the opportunities for corporate life in this facility.

Reservations for rooms in which meetings may be held are arranged through the Housing Office. Although the Main Lounge is normally kept free as a fellowship center, on occasion this facility may be reserved by application to the Director of Housing.

Specific students are designated to coordinate announcements in the Main Dining Room. These announcements, which must pertain to the student body and which may be edited as necessary, must be written out in full and given to the student in charge.

The Private Dining Room — For official functions with an attendance of 15 to 50. It may be reserved through the Housing Office with notice given *at least* 48 hours in advance.

The Main Dining Room — Reservations for groups of 10 or more should be made through the Housing Office at least 24 hours in advance of the scheduled meal.

Tickets indicating reservation and method of payment must be secured from the Housing Office. Food service may not be available unless advance reservations are made. The Seminary welcomes groups, but our first responsibility is to regular boarders.

Stevenson Lounge — Dedicated to the memory of J. Ross Stevenson, second President of Princeton Seminary (1914-1936), it is reserved for use by the faculty.

The Mackay Campus Center furniture, especially in the lounges and private dining room, should be treated with care and not rearranged without the approval of the Superintendent of Grounds and Buildings.

The Main Lounge library is a non-circulating library and books and magazines are to be read *in the Lounge only*.

The bulletin boards are for up-to-date notices by Seminary organizations and

official groups. Arrangements for posting notices should be made through the Social Chairperson. Notices must *not* be posted on doors, walls, etc.

ERDMAN HALL – Reservations for group use of the Erdman Hall lounges must be cleared through the Manager of Housing at the Center of Continuing Education.

MILLER CHAPEL – All arrangements, including finances, for the use of the Chapel for weddings, baptisms, funerals, and memorial services are to be made through the Chapel Office.

Questions relating to the general oversight of the building should be addressed to the Director of the Chapel.

Because the Princeton Seminary campus lies open to the general public, it has become necessary that the Chapel be locked at 10:30 p.m. on weekday evenings and throughout the weekend; thus, it is open regularly Monday–Friday, from 6:00 a.m. to 10:30 p.m. (For information regarding keys, see below.)

Groups rehearsing under the direction of the Director of Music have precedence over other groups which may request to use the Chapel and its facilities for their rehearsals. Requests for scheduled rehearsal times should be made through the Chapel Office.

Möller pipe organ, Bechstein piano and music rooms — The use of the Möller organ in Miller Chapel is under the supervision of the Director of Music or, in his absence, the Director of the Chapel. The priority for the use of the organ will be as follows:

- a. The Director of Music.
- b. Persons designated by the Director of Music as assistant organists for the stated chapel services of the Seminary.
- c. Regularly enrolled students of the Seminary and their spouses whose competence has been approved by the Director of Music and who have paid in advance a non-returnable fee of \$12.50 per semester.
- d. Individuals from outside the Seminary community who are organ pupils of the Director of Music and who have paid the non-returnable fee of \$12.50 per semester to the Business Office.
- e. Individuals from outside the Seminary community who have been approved by the Director of Music to play for weddings and other special services.

The Bechstein piano in the Chapel is available for use by those persons who have been approved by the Director of Music. This piano is not to be used for regular practice. (See below regarding Piano Practice Room.) When practicing for a service of worship or recital, the key for the Bechstein may be obtained from the Chapel Office. Any group or person wishing to use the piano

for an event should obtain a key prior to the event from the Chapel Office and return it the next business day. This piano is not to be moved from its position in the Chapel by anyone other than the Director of Music.

A piano practice room in the lower level of Miller Chapel is available for use by students and their spouses. Practice time may be scheduled at the beginning of each week for that week only. The student or spouse should place his or her name on the signup sheet posted on the door of the Piano Practice Room. No more than five hours per week should be scheduled by any one person. Practice is not allowed during services in the Chapel.

The Director of Music has supervision over the Piano Practice Room as well as other pianos at the Seminary and all equipment related to them. Requests for tuning and/or moving pianos should be made to the Director of Music *at least* two weeks prior to the time needed.

Keys for the Chapel and organ will be issued to assistant organists. Others who have permission to use the organ, as described above, may check out keys from the Chapel secretary during business hours. A specific return date will be indicated.

It is the responsibility of the person using the organ or a piano in Miller Chapel to be certain that lights are turned off and all windows are closed when leaving. If practicing is done at times when the Chapel is locked (see the schedule above), all doors must also be locked.

THE CHARLES G. REIGNER READING ROOM – Princeton Theological Seminary's educational resource center, maintains a collection of over 8,000 books, 90 periodicals from around the world, and some 90 different Christian education curriculums. In addition, slide sets, filmstrips, games, records, cassettes, and audio-visual equipment are available for student use at a nominal fee. Designed to provide a wide range of resources for the field educator, local church leader, and graduate student, the reading room is located in Tennent Hall.

The reading room maintains an updated catalogue of the library's audio-visual materials. This catalogue can be purchased at the reading room for one dollar.

The reading room is open 25 hours a week, according to a posted schedule that varies slightly from semester to semester.

Members of the reading room staff and of the Christian Education faculty are available for consultation with those who are dealing with the challenges and opportunities of serving in the church's educational ministry in a manner that is both educationally and theologically sound.

The following rates and times for checking out and returning materials are in effect at Reigner Reading Room for the 1988-1989 academic year:

1. Books, pamphlets, and shelved backissue periodicals may be checked out for two weeks. (Bound periodicals may not be removed from the reading room.)
2. Curriculum may be checked out for two weeks. (Bound curriculums and filed *Christian Education: Shared Approaches* curriculum pieces may not be removed from the reading room.)
3. M.A. syllabus books and reserve books may be checked out fifteen minutes before closing time. They are due the next school day at 10:00 a.m. Syllabus and reserve books checked out Friday afternoon are due Monday morning before the reading room opens.
4. Audio-visual materials may be checked out overnight or for a weekend. Advance reservations are recommended.

Rental Fees:

Filmstrips, records, cassettes, games, or a set consisting of filmstrip, script, and record — 25 cents

Multi-media kits, cassette packs — \$1.00

Record player, filmstrip projector, cassette recorder, overhead projector, slide projector — \$1.00

16 mm film projector — \$5.00

Videocassettes — \$2.00 plus \$10.00 deposit

5. *Overdue Charges:*

Reserve books — 25 cents per hour each day reading room is open

Multimedia kits — 50 cents per day, \$15.00 maximum

Slide sets, filmstrips — 50 cents per day, \$15.00 maximum

Videocassettes — 50 cents per day, \$15.00 maximum

Games, picture packs — 50 cents per day, \$15.00 maximum

Backissue periodicals, pamphlets — 10 cents per day, \$5.00 maximum

Curriculum resources — 10 cents per item per day, \$10.00 maximum

Audio-visual equipment — \$1.00 per day, \$15.00 maximum

Books — 10 cents per day (\$10.00 maximum for paperback or \$20.00 maximum for hardcover)

Note: Overdue notices are sent by the staff approximately every two weeks. The student accepts responsibility for the prompt return of the books and is held responsible for the due date. Those returning overdue materials via the book drop will be charged an additional fine to compensate for additional processing. If the fine is greater than the cost of the book as listed in current book catalogs, the student may elect to return the book and pay the listed price. If book is not returned, it will be assumed to be a "lost item" — see charges below.

6. *Charges for lost items:*

- Paperback books — \$10.00
- Hardcover books — \$20.00
- Curriculum — cost plus \$5.00 secretarial fee
- Filmstrips — \$40.00
- Multimedia kits — \$100.00
- Games — cost plus \$5.00 secretarial fee
- Pictures — cost
- Slide sets — cost plus \$5.00 secretarial fee
- Cassettes — cost plus \$5.00 secretarial fee
- Audio-visual equipment — cost

7. Refusal to pay fines as listed will be communicated to the Seminary's Vice President for Financial Affairs on a periodic basis.

SPEER LIBRARY — Hours are 8 a.m. to 11 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday; 9 a.m. to 4:45 p.m. on Saturday; and 7 p.m. to 11 p.m. on Sunday. Vacation hours are 9 a.m. to 12 noon on Saturday. Special hours are announced for the summer session. The library is closed on most legal holidays. The circulation desk closes 15 minutes before the building.

A *warning bell* will be rung 15 minutes before closing time and again at closing time, immediately before the lights are turned off at the switchboard. Users are requested to leave the building promptly, while the lights are still on.

The night book return is at the left of the outer lobby of the main entrance. Books may be returned there when the library is closed. When the library is open, users are requested to return books to the main circulation desk.

The reference collection and the reference librarian's desk are on the left of the main lobby as one faces the main reading room. The reference librarian will be happy to assist in the use of the catalog, consultation of reference books and bibliographies, and in the preparation of bibliographies and term papers. If the desk is not staffed, students are requested to inquire at the circulation desk, where as much assistance as possible will be given.

Reserve books are located immediately behind the circulation desk. Users are requested to take only one reserve book at a time and to return it promptly. No more than two reserve books or reference commentaries may be borrowed for the night, beginning two hours before the library closes; these must be returned to the circulation desk within the first hour of the next day when the library is open. Charge cards for each book so borrowed must be filled out and left at the circulation desk before leaving the building. The fine for

failure to return reserve books or reference commentaries on time is 25 cents for each book for each hour overdue.

The carrel tables at the north and west ends of the stacks are free for all users of the library and will not be assigned to individuals. However, students may have assigned to them shelves in the stacks near the carrels. They may then keep such books as they wish to retain in the library building on the assigned shelves and use any carrel tables that are free when they are in the library building. All library books kept on individually assigned shelves must be charged at the circulation desk.

The Graduate Study Room is at the front of the building on the second floor. Shelf space will be assigned to each graduate student who wishes it; make your request at the circulation desk. Graduate students may keep their books in the room on the assigned shelves and use available space at the tables. All library books kept on assigned shelves must be charged at the circulation desk.

Classrooms 201 and 202 are on the second floor of the Library Place side of the building. Students who enter from Mercer Street may turn left in the outer lobby, without entering the library proper, and use the stairs to the classrooms.

A *pay telephone* is on the first floor on the Mercer Street side between the main entrance and the stairs to the second floor classrooms.

Messages for students in the library will be received and posted on the bulletin board at the circulation desk. Students cannot be paged except in emergencies.

Fines are charged at the rate of 10 cents a day for overdue books from the general collection not returned to the desk by closing time on the date due. Reserve books and overnight books are charged for at the rate of 25 cents for each book for each hour overdue.

Photocopy machines are available to patrons who wish to make photocopies of library materials in the public domain as well as single copies, within the provisions of the principle of fair use, of copyrighted material. The staff can also arrange for microfilms of library books and photographs of plates.

The Princeton University Library lends books to Seminary students who present Seminary identification cards to have a photo I.D. made. Any books available to other users, except those in the Dixon Collection, may be borrowed; they may be used only locally so that they remain immediately available to Princeton University users. Any change of address or telephone number must be reported to the circulation desk at Firestone Library.

STUART HALL – Space is assigned through the Office of the Registrar when classes are in session, through the Housing Office at other times. Food and

beverages may be consumed only in the basement lounge area. See page 73 for information about lockers.

WHITELEY GYMNASIUM – Located at the corner of Stockton Street and Hibben Road, its facilities are available to the Seminary community Monday through Saturday from 8:00 a.m. to 11:00 p.m. It may not be used at any time on Sunday.

Seminary students may use the facilities on an individual basis at any time during the hours listed above; Seminary group activities must be scheduled with the Student Athletic Director.

Other members of the Seminary community may use the gymnasium on an individual basis. *However, any member less than 18 years old must be accompanied by a member of the Seminary community over 18 years of age;* this may be either a Seminary student or the parent. The adult must be present throughout the time of use.

If a group of minors receives permission from the Director to use the facilities, the adult (faculty member, administrative staff member, or student) sponsoring the event must be present at all times the group is there and take full responsibility for the group.

Use of the gymnasium by outside groups, whether or not sponsored by some member of the Seminary community, must be scheduled by the Director of Housing. They must also clear insurance coverage with the Director of Housing. All such groups must submit in advance of use certification of \$100,000-\$300,000 liability insurance in favor of Princeton Theological Seminary.

Keys may be obtained from the Student Athletic Director, the Housing Office, or the reception desk in Speer Library. Each key must be signed out and signed in upon return to the issuing agent. Individuals using Whiteley Gymnasium are responsible for preventing unauthorized groups from entering during their use and for locking up when they have finished.

These regulations are designed to permit the use of the gymnasium facilities by all members of the Seminary community. The cooperation of each individual member is solicited. Outside groups or non-members of the Seminary community who disregard these regulations will be denied further use of the gymnasium.

Support Services ~

MACKAY CAMPUS CENTER CAFETERIA

Hours

Weekdays

Full Breakfast	7:30 – 8:45 a.m.
Light Breakfast	8:45 – 9:00 a.m.
Lunch	12:00 – 1:00 p.m.
Dinner	5:30 – 6:15 p.m.

Saturday

Breakfast	8:00 – 9:00 a.m.
Lunch	12:00 – 1:00 p.m.
Dinner	5:00 – 6:00 p.m.

Sunday

Light Breakfast	7:30 – 8:00 a.m.
Breakfast	8:00 – 9:00 a.m.
Lunch	12:30 – 1:30 p.m.

Morning Coffee Hours

The morning coffee hour will be held in the foyer of the Mackay Campus Center, Monday through Friday.

Procedure for Boarders

At the beginning of each semester a board identification card will be prepared for each boarding student and placed numerically in the card holder on the right-hand wall inside the entrance door to the dining hall. *This board card is for the exclusive use of the student whose name appears on it.*

The procedure for boarding students is as follows:

1. Upon entering the dining hall locate your card (normally in alphabet-

ical order). New cards must be signed by the student. Make a note of your number.

2. Hand the card to the cashier when you check out.
3. From time to time you will be asked to sign separately, so that the card can be authenticated. The cashier will have no alternative but to request that you pay *cash* for your meal if proper identification cannot be confirmed.
4. Lost cards should be reported immediately to the Business Office. There will be a charge of 50 cents to cover the administrative cost involved in replacing lost cards.

The boarder will be served a modest portion (to avoid waste), unless a larger portion is requested. For instance, on the luncheon meal you will be permitted to take soup; a choice of one of the entrees, a sandwich, or a salad; dessert and beverages. In other terms, each student will be permitted a total food cost for breakfast of \$3.20, lunch \$4.75 and dinner \$4.95, subject to change each semester. If the student returns for additional food or beverages or takes food costing in excess of the cash allowance mentioned above, the student must pay for the excess or seconds. Please note, beverages are included in the allowance stated above and must be on the tray at the time the student surrenders his or her board card.

Students who are absent from the Seminary at least *two full days each weekend on field education assignments* certified by the Office of Field Education will receive a credit of \$16.65 for each weekend during which the board plan was in effect.

Any student seeking to be excused for medical reasons from the board plan must provide to the Vice President for Financial Affairs a letter from a medical doctor citing the medical problem and the prescribed diet.

COMMUNICATIONS

Publications

DIRECTORY

The annual pictorial *Directory* is issued by the Office of Publications. All Seminary faculty, staff, and students are listed, with photographs and personal data needed for quick identification. Incoming faculty, staff, and students are urged to make and meet appointments for photographs immediately upon arriving on campus, and to notify the Registrar regarding changes in their

personal information. The *Directory* is not released to agencies outside the Seminary community.

STUDENT PUBLICATION

A student publication titled *Sitz im Leben* is published under the direction of the Student Government Association, which appoints the editor and determines the budget on an annual basis. This publication aims to serve the Princeton Theological Seminary community through the reporting of events, editorials, and entertainment features. All articles submitted become the property of the paper, whose editor reserves the right of responsible editing for all publishable items. The Student Government Association provides for oversight of the editor's responsibilities.

WINESKIN

The *Wineskin* is the weekly calendar of events, both on and off campus, of interest to the Seminary community. Copy must be received by the Office of Public Information no later than noon Monday. Material should be typed or neatly printed and submitted by an administrative officer or signed by an officer of a campus organization. Permission for use of Seminary rooms must be obtained from the Director of Housing or the Registrar before publication. No paid advertising or political commentary is accepted. All notices will be limited to the following information: name and identification of speaker or leader; topic or title of meeting; date, time, and place of meeting; sponsoring organization.

Identification Cards

A photo identification card is issued to each entering student at the time of registration. Although this card carries an expiration to coincide with the anticipated duration of the student's program, it must be renewed annually by means of an affixed sticker. Used for several campus purposes, including the borrowing of books from Speer Library, this card will also assist the student in obtaining borrowing privileges at Firestone Library at Princeton University.

The card must be relinquished at the time of graduation or withdrawal.

Mail

Each student should arrange to have his or her mail addressed to the individual room number, name of dormitory, Princeton Theological Seminary, Princeton, New Jersey 08540. We ask that you *not* use CN 821 as your mailing address, as it is intended for Seminary business only. Each dormitory has a designated location for mail delivery. There is a U.S. mail box located on

campus in front of the Administration Building. Please do not bring personal mail to the mail room for posting.

Individual mail boxes in the basement of Hodge Hall will be assigned to all regularly matriculated students who do not live in a dormitory. Mail that comes to the Seminary for these students will be placed in their Hodge Hall mail boxes. Students are urged, however, to notify all correspondents of their present residence, since these boxes are intended only for intra-Seminary mail. Much official Seminary correspondence, including that for which a response is required, will reach students through these boxes, and they are responsible for collecting the material from them promptly. Any mail that is not collected by July 1 will be discarded or returned.

Students leaving the Seminary for the summer, whether they plan to return or not, are responsible for the proper forwarding of their mail. Change of address orders for the Post Office are available in the mail room, and can be obtained during regular business hours. In addition to sending a change of address order to the Post Office, all students must report their summer address to the Registrar's Office prior to their departure. All first class and address-correction mail will be forwarded promptly. All other classes of non-forwardable mail will be held by the mail room for returning students. This mail will be filed alphabetically by dormitory, and each student is responsible for picking up his or her mail in the fall.

For students not returning in the fall, it is most important to file both a change of address order with the Post Office and to inform the Registrar's Office of a permanent address. All first class and address-correction mail will be forwarded to this address; all other classes of non-forwardable mail will be returned to sender.

It is important for all alumni/ae to keep the Alumni/ae Office advised of their current addresses at all times.

LOCKERS

Lockers, for commuters and other students who live off campus, are available in the basement of Stuart Hall. Reserved locker assignments may be obtained through the Housing Office, Room 14, Administration Building.

DUPLICATING

Student use of the duplicating facilities in the basement of Hodge Hall is permitted during the following periods: Monday to Friday, 8:30 a.m.—12:30 p.m. and 1:30—4:30 p.m.

Student reports and other papers prepared by students in fulfillment of course requirements may be duplicated on Seminary equipment, subject to the following:

1. Administration and faculty work will have priority.
2. All equipment other than the xerographic copier will be operated by a member of the duplicating staff.
3. The Director of Duplication reserves the right to specify the method of duplication. He should be consulted on all work exceeding 25 pages.
4. Multilith or collating work must be in the Duplicating Office at least one week before the desired date of completion. All work is subject to the duplicating staff's work load for administration and faculty.
5. The student should prepare a "Duplicating Request Form" for all multilith work and present it, together with the work to be processed, to a duplicating staff member.
6. Students will be charged for duplicating work as follows:

Xerographic copies

5 cents a copy

Multilith duplicating

20 cents per master, plus \$1.00 for each 100 pages run.

HEALTH AND PERSONAL SERVICES

Counseling Off Campus

The Northeast Career Counseling Service in Princeton offers a complete career counseling service. This involves three days of tests and interviews with a vocational counselor and psychologist. The center is ecumenically maintained. The charge is substantial, but some judicatories will pay a major part of the cost for their candidates.

The Counseling Service of Princeton University Health Service, in McCosh Infirmary, offers counseling for Seminary students without charge, and students may go there directly. Princeton Seminary has been associated with the University Health Service since 1910 and participates annually in its support. Counseling offered at the Service is by psychologists and other mental health professionals. Their resources do not ordinarily permit them to engage in long-term counseling.

Trinity Counseling Service, 22 Stockton Street (Telephone: 924-0060), offers individual, group, and marriage counseling by ministers and mental health professionals. Through a special arrangement between Trinity Counseling Service and Princeton Theological Seminary, all full-time students who pay the regular student fees are entitled to a limited amount of subsi-

dized counseling at Trinity. The student is responsible for the \$35 cost of an initial diagnostic interview at Trinity Counseling Service. If it is determined that the student would be helped by up to ten counseling sessions, the Seminary will pay \$30 per session for up to ten sessions. Students who wish to make use of this provision should consult with the Director of Student Financial Aid for details.

The Family Service Agency of Princeton, 120 John Street (Telephone: 924-2098), offers counseling dealing with relationships between men and women and parents and children, and financial problems. Charges are adjusted on the basis of ability to pay.

Competent professionals in private practice in the field of mental health are also available in the Princeton area, at fees ranging from about \$45 an hour, for individual counseling and psychotherapy.

Serious illness of an emotional nature can be cared for initially at McCosh Infirmary of Princeton University without charge. More prolonged care may require the services of a physician in private practice or hospitalization in other facilities. Costs for hospitalization are in most instances covered, at least in part, by the Seminary health insurance program.

Responsibility for the costs, except as noted above, is assumed by the student. As an educational institution, the Seminary does not assume financial responsibility for counseling beyond that indicated. It does, however, encourage students to seek the help and stands ready to assist in financial planning, together with the possibilities of loans, through its financial aid officer. The John Sutherland Bonnell Loan Fund for Counseling (established by the Seminary in 1978) is a source of limited funds to help students meet counseling costs at Trinity Counseling Center. Students who are ordained ministers may well have health insurance coverage through their pension boards, which is applicable to personal counseling and psychotherapy.

Princeton University Health Services

Regularly enrolled students (see p. 77, Medical Insurance Plan) at Princeton Theological Seminary enjoy the full privileges of office and inpatient care at the Isabella McCosh Health Center on the Princeton University campus (subsequent to filing a medical history form and satisfying immunization criteria). Both men and women students should make Health Services their first point of contact in case of illness. The Dean of the Seminary, the Director of Professional Studies, the Director of Student Relations, or the Pastor to the Seminary should be notified whenever serious illness occurs.

A student with health problems should seek consultation with one of the nurses or full time physicians at Health Services. If a student is too ill to go to the Health Center, Health Services can be notified by calling 452-3139,

24 hours a day, except during the Christmas and summer holidays, to arrange transportation. Appointments with one of the staff physicians can be made by calling 452-3129.

The Sexuality Education, Counseling and Health Program (S.E.C.H.) provides office gynecological care and, for men and women, medical and educational services related to sexual concerns. The Counseling Center staff of full-time psychologists and a consulting psychiatrist are also available.

The offices at Princeton University Health Services are open throughout the calendar year. The Inpatient Service is closed during the Christmas and summer holidays.

OFFICE HOURS DURING THE ACADEMIC YEAR

Walk-in Clinic:	Monday–Friday, 9 a.m.–5 p.m. Saturday, 9 a.m.–12 noon Sunday & University holidays, 10 a.m.–11 a.m.
Appointments:	Monday–Friday, as arranged (452-3129)
S.E.C.H.:	Monday–Friday, by appointment (452-5025)
After Hours Emergencies:	Students with urgent problems arising after the office hours mentioned above should report to the Nurses' Station on the second floor of the Isabella McCosh Health Center.

OFFICE HOURS DURING THE SUMMER

Walk-in Clinic:	Monday–Friday, 9:30 a.m.–11:30 a.m. & 2 p.m.–3 p.m.
Appointments:	Monday–Friday, as arranged (452-3129)
S.E.C.H.:	Arranged through Walk-in Clinic (452-3141)
Counseling Center:	10 a.m.–2 p.m., by appointment (452-3285)

OFFICE HOURS DURING THE CHRISTMAS RECESS

Walk-in Clinic:	Monday–Friday, 10 a.m.–12 noon (closed on University holidays and weekends)
Counseling Center:	Monday–Friday, 10 a.m.–2 p.m. (closed on University holidays and weekends)

No regular appointment or S.E.C.H. hours during the Christmas recess.

During the summer and Christmas holidays, patients with emergencies after hours and on weekends should go to the Emergency Room of the Medical Center at Princeton, 253 Witherspoon Street.

Students should be aware that certain dispensed medications are subject to special charges, payable when dispensed. A list of such medications is posted at the Health Center. In addition, students receiving immunization to satisfy requirements prior to treatment must pay for the service at the time.

When a student is confined to the Inpatient Service for a period of less than one week, no charge is made for board. If the student is confined for a week or more, a nominal weekly charge (including the first week) will be made. An appropriate adjustment will be made by the Seminary for students who ordinarily take their meals in the Mackay Campus Center.

Spouses of students entitled to care at University Health Services may use that facility on a fee-for-service basis. The average fee for a regular office visit is \$25.00.

MEDICAL INSURANCE PLAN

All full-time students will be covered under a Major Medical Insurance Plan. This group plan is designed to supplement the care at the Isabella McCosh Health Center, and to provide year-round coverage anywhere. Additional coverage for spouses and children of full-time students is also available.

Part-time students, interns, and Ph.D. students in their continuation stage may elect this coverage. See the current *Catalogue* for costs or check directly with the Business Office. Students in this category must request coverage by writing to the Director of Financial Aid.

A booklet detailing the coverage under this plan will be provided to each student.

Claim forms and information are available from the Office of Student Financial Aid. Requests for a waiver of enrollment, for those who have comparable coverage, must be made in writing to the Director of Student Financial Aid before the beginning of a semester. Verification of a student's health insurance coverage must be supplied to the Director before waiver can be approved.

DENTAL CARE

The student is expected to finance regular dental care from his or her own resources. Physicians and nurses at the Health Center can recommend local professionals. Dental operations normally are not covered by the Seminary's health program unless hospital confinement is necessary.

OUTSIDE TREATMENT

Students who prefer to establish a relationship with a physician other than one of the full-time physicians on the staff of Princeton University Health Services, or who wish to get in touch with any other physician in case of illness, are free to do so. The fee for office visits, house calls, or other services

by such physicians shall be paid for by the students when such services are sought by them on their own initiative.

SUBSTANCE ABUSE PREVENTION

A substance abuse prevention program is maintained for the members of the Seminary community. Counseling with substance abuse specialists is available at Trinity Counseling Service and McCosh Infirmary. Seminars dealing with this issue are held both on the Seminary campus and at Princeton University. Any member of the Seminary community who wishes to take advantage of such counseling should contact Trinity Counseling Service, McCosh Infirmary or an appropriate Seminary administrator.

Tutorial Assistance

It occasionally happens that in spite of normal academic efforts, a student finds that he or she is not making satisfactory progress in a Seminary course. When consultation with the instructor suggests that tutorial assistance could be beneficial, it often is possible to secure the services of a student at a more advanced level in the same program. Tutorial arrangements are the responsibility of the student, although helpful suggestions may be secured through the Office of Professional Studies. Fees for such assistance are borne by the student. The Seminary does not undertake to establish or recommend tutorial fees, but experience has taught that a range of \$10.00 – \$15.00 per hour is not unreasonable for ordinary kinds of assistance. Because of their responsibilities for other courses and programs, it normally is not possible for members of the faculty to provide extensive individual assistance in their courses.

Finances ≈

BUSINESS OFFICE

The Business Office of the Seminary is in the Administration Building. Payment of tuition, fees, rent, or other charges may be made either by mail or in person at the bursar's window between 10:30 and 11:30 a.m. and between 2:00 and 3:00 p.m., Monday to Friday, or on Friday from 4:00 to 4:30 p.m.

A lost and found service for the Seminary community is provided by the Business Office.

CHECK CASHING

There is a check-cashing service at the Princeton University Store. A membership account with the University Store (\$10 refundable deposit required) will enable the student to cash checks in amounts of up to \$100 for a 50 cents charge each. To avoid inconvenience, students are urged to establish local banking arrangements in a timely manner. Newly arriving students may, for the first two weeks of their initial enrollment, ask the Bursar to stamp personal checks for cashing at local banks. There will be a 50 cents charge per check for this temporary service.

TUITION AND FEES

For details on tuition, fees and other charges for the 1988–89 academic year, as well as information on payment plans, see the 1988–1989 *Catalogue* (pp. 141–146).

STUDENT ACCOUNT CREDIT BALANCES

No payments of funds received from outside sources on the student's behalf will be paid to any student until all balances due are paid in full for any fees; rent; TBA; parking, or library fines; or other accounts owed to the Seminary.

If scholarship credits applied to an account from Seminary or outside

sources create a credit balance in the account for the academic period covered by such aid, refund check(s) will be issued beginning on the 15th day of the month following such transaction. Refund check(s) will reflect equal installment disbursement of the credit balance over the number of months (up to four) remaining that semester.

Loan checks from outside sources payable to the Seminary (and student) must be deposited to the student's account(s). If a credit balance is created after charges for the current enrollment period are determined, the student will receive a lump sum refund check from the Seminary. Refunds will be issued normally within 5 business days of student endorsement of check.

EMERGENCY LOANS

Emergency loans to students are available for: food; shelter; emergency medical, dental or health needs; transportation home necessitated by family illness or death; and similar emergencies. No funds are available for current purposes or for payment to third parties.

The funds, given to the Seminary over many years, presently include: the Campbell Loan Fund, Newton S. Cupp Memorial Loan Fund, Fowler Loan Fund, Mary and Martha Class Loan Fund, Remaly Loan Fund, Student Loan Fund, Tennent Loan Fund and Wilson Loan Fund.

A student who needs such assistance should consult with the Director of Student Financial Aid. A promissory note is required and interest on the loan will be charged at 5 percent per annum. The repayment schedule will be adjusted to the student's financial needs. In general, loans are for short periods of time.

FINANCIAL AID

To qualify for a P.T.S. Grant, a student must demonstrate financial need (as defined in the *Student Financial Aid Handbook*), be enrolled full time in the M.Div. or M.A. program, maintain satisfactory academic progress toward his/her degree and apply each year for grant consideration. Three academic years (six semesters) is the maximum duration of a student's eligibility for P.T.S. Grant Awards.

Award Amounts

- ~ An eligible student will receive 80% of his/her need in grant assistance up to the cost of tuition, whichever is less.
- ~ An eligible minority student will receive 90% of his/her need in grant aid up to the cost of tuition plus \$600, whichever is less.

Other Forms of Aid

In addition to P.T.S. Grant Aid, an eligible Seminary student may apply for the Guaranteed Student Loan, Perkins Loan or College Work-Study Program to help meet his/her educational expenses. For more information on these federally funded financial aid programs, please consult the Director of Student Financial Aid.

Application Process

To apply for financial aid at Princeton Theological Seminary, a student must complete a Financial Aid Inventory and a GAPS FAS form. These forms are made available to students by the Admissions Office when the student applies to the Seminary. They can also be obtained directly from the Financial Aid Office by calling (609) 921-8318 or by writing to:

Director of Student Financial Aid
Princeton Theological Seminary
CN 821
Princeton, NJ 08542

Additional information regarding the Seminary's Financial Aid Program, Outside Sources of Scholarship Aid and our Student Health Insurance Plan can be obtained from the Director at the address listed above.

Campus Organizations ~

STUDENT GOVERNMENT ASSOCIATION

A. Purposes of the Student Government

The Student Government of Princeton Theological Seminary shall coordinate student activities and concerns, shall represent students in contacts with Princeton Theological Seminary faculty and/or administration, and shall facilitate student involvement in non-Seminary organizations and interests.

B. Student Body

The student body shall consist of all regularly admitted students, except doctoral candidates, who are currently enrolled and paying either the basic or the comprehensive fee.

C. Student Government

(1) *Membership.* The Student Government shall consist of ten co-equal members which shall have its members elected as follows: three members shall be elected at large by and from the student body. Seven of the remaining members shall be elected one each from the junior class, middle class, senior class, the married students, the Association of Black Seminarians, the International Students' Association and the Women's Center. They shall be elected by their respective constituencies. All the elections will be under the supervision of the Student Government.

(2) *Organization.*

- a. The member of the Student Government elected from and by the senior class shall convene the Student Government and shall act as convener until that body determines its operational structure and procedure, which shall be the initial business of the body.
- b. The Student Government shall annually determine its own internal organization and shall assign specific responsibilities accordingly.

A full text of the Student Government Constitution, from which the above is extracted, is available from the Office of the Dean of the Seminary and a copy is posted on the SGA bulletin board in the Mackay Campus Center.

ASSOCIATION OF BLACK SEMINARIANS

The Association of Black Seminarians (ABS) is an organization committed to the principle that an institution of theological education can be faithful to its charge to prepare men and women for ministry in Christ's Church only by providing academic programs and experiences that enable students to serve the church in a pluralistic society. ABS is composed of committed students of the liberating word of the Gospel of Jesus Christ, interpreting the message afresh for our contemporary age. The organization exists to enable students to give support to each other during their matriculation at the Seminary and as they engage in the challenge of ministry after graduation.

INTERNATIONAL STUDENTS' ASSOCIATION

Composed of students and visiting scholars who come to Princeton Theological Seminary from countries other than the United States, the Association provides international students with orientation assistance, social and cultural activities, and a forum for discussing issues of international interest. The Association also encourages dialogue between international and American Seminary students and the Princeton and wider church communities. An executive committee of twelve plans such monthly activities as supper meetings, lectures, retreats, and theological and political discussions, all open to the entire Seminary community. A committee of four works with the administration in the interests of the Association.

WOMEN'S CENTER

The Women's Center is an action-oriented group concerned with the life of Princeton Seminary. Any woman may bring topics for discussion and action to its weekly meetings. Various projects include concerns in the areas of academics, field education, admission policies, married student life, the changing role of women in the church and at the Seminary, procurement of speakers, and special events. The organization provides a supportive sisterhood for women interested in the Seminary to feel, speak, and act.

GRADUATE STUDENT GROUP

Koinonia is an organization of doctoral candidates whose purpose is to provide a forum for the discussion of issues of scholarly interest. Throughout the year, its meetings feature speakers discussing topics of interdisciplinary concern to the doctoral student body. These include issues relating to the Ph.D.

Studies Committee, the departmental meetings, the International Students' Association, the Women's Center, and the Association of Black Seminarians.

Koinonia also fosters and encourages social activities for doctoral students and assists in the annual orientation of new students at the Seminary.

STUDENT INTEREST GROUPS

A number of student organizations function to give expression to concerns and needs which are felt by members of the Seminary community. These groups and organizations are officially recognized by the Student Government Association when certain established criteria have been met. Recognition gives groups the privileges of use of campus communication, priority in space availability, and eligibility for funding by SGA. Groups must file for recognition with the SGA yearly, submitting a constitution, a membership list, and a budget request. New groups can file for recognition with the SGA at any time on forms which will be provided. More information and specific criteria can be obtained from the SGA bulletin board in the Mackay Campus Center or from any SGA member. Recognized groups and their meeting times are posted on the bulletin board at the entrance to the cafeteria and are listed in the weekly *Wineskin*.

STUDENT ACTIVITIES

Athletic Program

The athletic chairperson(s) conducts a program of sports and recreation to meet the needs of students. The daily exerciser and the "once in a while" player will both find opportunities for using the Seminary facilities including an athletic field.

The gymnasium, located on the Tennent Hall campus, includes squash, racquetball, and handball courts; exercise room; locker and shower facilities; basketball, volleyball, and badminton facilities. Special membership rates have been arranged at the Local YMCA for students who wish to use the Y's pool.

Intramural competition includes touch football, basketball, and softball. Squash and handball ladders will be established.

Campus Guide Service

The Campus Guide Service conducts tours of the Princeton Seminary campus, sets up luncheons, provides interpretation of the campus for visitors from churches and church-affiliated groups, and assists faculty and adminis-

tration members during heavily-attended campus events. The Service also welcomes pre-seminary students as well as visiting lecturers to campus.

Social Programs

The social chairperson functions as a resource for social activities, stimulating small-group recreation, serving as host for campus events, and coordinating the year's social activities. The chairperson plans a number of Seminary-wide activities such as picnics, major banquets and dances. The social chairperson also informs the Seminary community of interesting events in the Princeton area and in New York and Philadelphia through regularly posted calendars.

Stewardship Committee

The Stewardship Committee enables the Princeton Seminary Community, united by its faith in Christ, to respond to human needs—local, state, national and international—with financial or personal assistance. The committee also helps educate the community in Christian stewardship. Each month the committee sponsors a workshop or seminar to make students aware of specific areas of need and/or to demonstrate methods of organizing and operating church stewardship programs. These events are led by students and guest speakers.

The Committee sponsors a used book sale in the second semester. Books are donated throughout the year by faculty, staff, and students. The proceeds are donated to a third world seminary library.

Title IX of the Education Amendments of 1972 ~

It is the policy of Princeton Theological Seminary not to discriminate on the basis of sex in its admission policies, education programs, activities, or employment policies, as required by Title IX of the Education Amendments of 1972. Inquiries regarding compliance with Title IX may be directed to Frederick E. Lansill, Room 2, Administration Building (for employees); or the Director of Student Financial Aid, Room 16, Administration Building (for students).

As required by these regulations, the following procedures are outlined as a mechanism for the resolution and/or remediation of specific allegations of discrimination on a case basis, and they are intended to provide a means of identifying sources of discrimination which might otherwise go unnoticed by administrators.

1. Initial inquiries or complaints may be directed to the appropriate Title IX coordinator indicated above, in person or in writing.
2. If further clarification or resolution is deemed necessary, specific questions of institutional policy or individual charges must be filed in writing with the coordinator. The coordinator will then provide copies to appropriate parties and attempt to resolve the problem.
3. Should steps one and two fail to resolve the problem within a reasonable amount of time (not to exceed 45 days), the coordinator shall request that the President of the Seminary appoint a neutral third party, not directly affected by the outcome, to conduct a hearing. The hearing will be called by the appointed person, to include those parties deemed appropriate to ascertain the facts necessary to reach a disposition. Such a disposition will be related in writing to those involved and to the President. Appeal of such disposition can be made to the President of the Seminary, who may choose to refer them to the Board of Trustees of the Seminary, if necessary.

Discrimination grievances concerned with handicap, race, color, national or ethnic origin should be handled in the same manner as outlined above.



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CAMPUS SECURITY

497-0330

Main Campus and Tennent Campus

799-1222, West Windsor Township Police

Charlotte Rachel Wilson Apartments

Emergency Information

Emergencies requiring police, firefighters or ambulance squad should be reported on one of the four emergency call boxes located on the Princeton Theological Seminary campus. These call boxes will give you a direct line to emergency service. Arrange to meet the emergency personnel.

Call boxes are located at the following places (all are outdoors):

1. On Alexander Street, near Stuart Hall
2. On Hodge Hall, front, at the end toward Campus Center and Administration Building
3. On Library Place, directly across from Adams House (Continuing Education)
4. Tennent Hall (front trash room end of the building)

If a call box cannot be reached, fires should be reported immediately, first to Princeton Borough Police 924-4141, then to Security 497-0330.

Should there be a plumbing, heating, or electrical emergency, please call Stanley McKaig, Supervisor of Grounds and Buildings, 921-8307, 8:00 a.m.—5:00 p.m. After hours, weekends and holidays, call:

Stanley McKaig, Superintendent of Grounds and Buildings, 921-1097

Franco DiDonato, 924-4870

Walter Mazurek, Maintenance Supervisor, 882-0952

Theft or matters of security emergencies should be reported immediately to:

Security, 497-0330

Note: two telephones at outside locations provide direct communication with Seminary Security. These phones (red in color) may be found outside the main entrance of the Mackay Campus Center and outside the entrance to Adams House.

McCosh Health Center:

Emergencies	452-3140
Appointments and information	452-3129
Walk-in Clinic and test results	452-3141
After hours and weekends	452-3139
Calls to patients	452-3145

